

# Parliamentary Law

AT A GLANCE



A Manual of Practical Information  
concerning Deliberative Bodies;  
Motions and their Purpose and  
Relation; Voting; Elections; Com-  
mittees; Officers and Debate;  
together with Model Forms and  
Reference Charts; in accordance  
with Robert's "Rules of Order."

BY

MARY BELLE KING SHERMAN

THIRD EDITION REVISED  
AND ENLARGED.



FINE ARTS BUILDING, CHICAGO.

1904

"I like your book and think it will prove  
useful.        "Yours sincerely,

"HENRY M. ROBERT."

*Author of Robert's "Rules of Order."*



Copyright, A. D. 1904,

BY

MARY BELLE KING SHERMAN.





**Dedication.**  
**TO MY HUSBAND.**







# TABLE OF MOTIONS



Explanation of Table.—A black square (meaning "yes") shows that the rule at the head of the column applies to the motion opposite on the left; a white square (meaning "no") shows that the rule does not apply. For example: Line 16 of the table shows concerning indefinite postponement the member must first get the floor. (the motion therefore is out of order when another has the floor); a second is required; the motion is debatable; (b) opens up the main question for debate; and the vote on it may be reconsidered. The column on the left shows the page where the motion is covered in full. Two columns number the motions for convenience. This table answers 246 Parliamentary Law questions.

Reference to pages.

|    |   | Recognition Required. | Second Required. | Debatable. | Amendable. | Majority Vote. | Two-thirds Vote. | Reconsidered, May be. |  |
|----|---|-----------------------|------------------|------------|------------|----------------|------------------|-----------------------|--|
| 52 | Adjourn   | 1                     | ■                | □          | ■          | □              | □                | 1                     |  |
| 51 | Adjourn, fix time or place to which to          | 2                     | ■                | □          | ■          | □              | □                | 2                     |  |
| 51 | Adjourn, fix time or place when not privileged. | 3                     | ■                | ■          | ■          | □              | ■                | 3                     |  |
| 77 | Amend, first degree                             | 4                     | ■                | ■          | ■          | □              | ■                | 4                     |  |
| 77 | Amend, the amendment, second degree             | 5                     | ■                | ■          | ■          | □              | ■                | 5                     |  |
| 80 | Amend Constitution, By-laws                     | 6                     | ■                | ■          | ■          | □              | ■                | 6                     |  |
| 46 | Amend standing rules                            | 7                     | ■                | ■          | ■          | □              | ■                | 7                     |  |
| 60 | Appeal  | 8                     | ■                | ■          | ■          | ■              | ■                | 8                     |  |
| 70 | Committee, to refer to a                        | 9                     | ■                | ■          | ■          | ■              | ■                | 9                     |  |
| 92 | Debate, to close, limit or extend               | 10                    | ■                | ■          | ■          | ■              | ■                | 10                    |  |
| 58 | General order                                   | 11                    | ■                | ■          | ■          | ■              | ■                | 11                    |  |
| 38 | Objection to consideration of a question        | 12                    | ■                | ■          | ■          | ■              | ■                | 12                    |  |
| 57 | Orders of the day, call for the                 | 13                    | ■                | ■          | ■          | ■              | ■                | 13                    |  |
| 60 | Order, point of                                 | 14                    | ■                | ■          | ■          | ■              | ■                | 14                    |  |
| 68 | Postponement, definite                          | 15                    | ■                | ■          | ■          | ■              | ■                | 15                    |  |
| 67 | Postponement, indefinite                        | 16                    | ■                | ■          | ■          | ■              | ■                | 16                    |  |

| 90 | Previous question - - - - -                              | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 | 32 | 33 | 34 |
|----|--|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|
| 55 | Privilege, raising a question of - - - - -               | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 | 32 | 33 | 34 |
| 55 | Privilege, motion growing out of a question of - - - - - | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 | 32 | 33 | 34 |
| 61 | Reading of papers, under consideration - - - - -         | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 | 32 | 33 | 34 |
| 61 | Reading of papers, not under consideration - - - - -     | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 | 32 | 33 | 34 |
| 94 | Reconsider a debatable motion - - - - -                  | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 | 32 | 33 | 34 |
| 94 | Reconsider an undebatable motion - - - - -               | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 | 32 | 33 | 34 |
| 54 | Recess - - - - -   | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 | 32 | 33 | 34 |
| 72 | Recommit - - - - -                                       | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 | 32 | 33 | 34 |
| 99 | Rescind - - - - -  | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 | 32 | 33 | 34 |
| 74 | Rise (in committee) - - - - -                            | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 | 32 | 33 | 34 |
| 68 | Special order - - - - -                                  | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 | 32 | 33 | 34 |
| 80 | Substitute (amendment first degree) - - - - -            | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 | 32 | 33 | 34 |
| 63 | Suspend rules of order - - - - -                         | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 | 32 | 33 | 34 |
| 64 | Table, to lay on the - - - - -                           | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 | 32 | 33 | 34 |
| 67 | Table, to take from the - - - - -                        | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 | 32 | 33 | 34 |
| 92 | Voting, to fix method of - - - - -                       | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 | 32 | 33 | 34 |
| 62 | Withdrawal of a motion - - - - -                         | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 | 32 | 33 | 34 |

a.-In order when another has the floor.

b.-Opens the main question to debate.

c.-Undebatable when the appeal relates to Indecorum, priority of business or transgressions of the rules of speaking, and when an undebatable motion is pending.

d.-If the motion is to be "entered on the minutes," it is in order when another has the floor. At all other times recognition is required.

e.-Limited.

f.-An affirmative vote on the question to lay on the table and to take from the table can not be reconsidered.

g.-General order, a majority; special order, two-thirds.

Reconsidered,  
May be.

Two-thirds  
Vote.

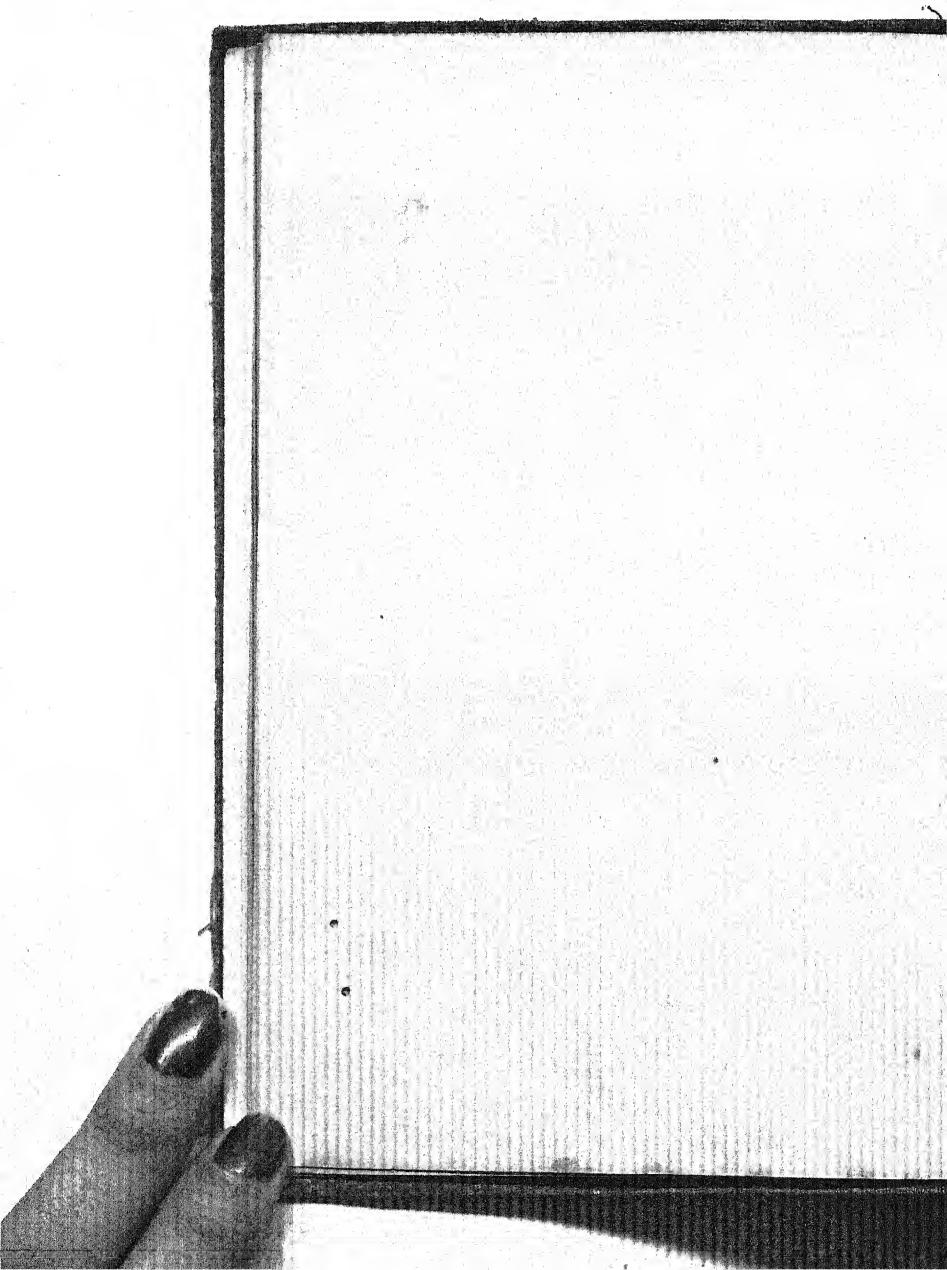
Majority Vote.

Amendable.

Debatable.

Second  
Required.

Recognition  
Required.



# TABLE OF CONTENTS.

|   | PAGE      |        |
|---|-----------|--------|
| Table of Motions.....                         | 4         |        |
| Preface .....                                 | 7         |        |
| Classification of Motions.....                | 12        |        |
| Common Law vs. Special Law.....               | 14        |        |
| <b>Chapter I—Deliberative Bodies.....</b>     | <b>15</b> |        |
| Organization of Occasional Bodies.....        | 15        |        |
| Organization of a Convention.....             | 16        |        |
| Conventions of Permanent Bodies.....          | 17        |        |
| Formation of a Permanent Organization.....    | 19        | men    |
| Sessions and Meetings.....                    | 26        | ing    |
| <b>Chapter II—Constitution and By-Laws ..</b> | <b>29</b> | fad.   |
| Unincorporated Organizations.....             | 29        | relia- |
| Incorporation and Its Benefits.....           | 30        | of     |
| Incorporation Papers.....                     | 31        | tant   |
| Essentials of By-laws.....                    | 34        |        |
| Model Set of By-laws.....                     | 36        |        |
| Rules of Order.....                           | 44        | igh    |
| Standing Rules.....                           | 46        | reat   |
| <b>Chapter III—Motions and Their Use ....</b> | <b>48</b> | ble    |
| Rank of Motions.....                          | 48        | ing    |
| Main and Subsidiary Motions.....              | 49        | self   |
| Ordinary Main Motions.....                    | 50        | son    |
| Privileged Motions.....                       | 50        | re-    |
| Subsidiary Motions.....                       | 59        | al,    |
| 1 Incidental .....                            | 59        | ish    |
| 2 Dilatory .....                              | 64        | fer    |
| 3 Amendatory .....                            | 76        |        |
| 4 Declinatory .....                           | 87        | er.    |
| 5 Relative to Voting and Debate .....         | 90        | ow     |

## TABLE OF CONTENTS—*Continued.*

|   | PAGE       |
|---|------------|
| Miscellaneous Procedure.....                                    | 99         |
| Nominations .....   | 103        |
| <b>Chapter IV—Voting.....</b>                                   | <b>107</b> |
| <b>Chapter V—Elections.....</b>                                 | <b>116</b> |
| <b>Chapter VI—Committees and Their Work.....</b>                | <b>123</b> |
| Forms of Reports.....   | 137        |
| <b>Chapter VII—Rules Governing Debate....</b>                   | <b>140</b> |
| When in Order.....  | 141        |
| Ethics of Debate.....   | 142        |
| “Objectionable Words” .....                                     | 142        |
| Yielding the Floor.....   | 143        |
| Renewal of Debate.....  | 145        |
| <b>Chapter VIII—Concerning Officers.....</b>                    | <b>147</b> |
| Duties of Presiding Officer.....                                | 147        |
| Vote of Presiding Officer.....                                  | 149        |
| Duties of Recording Secretary.....                              | 150        |
| Essentials of Minutes.....                                      | 154        |
| Duties of Treasurer.....  | 155        |
| Action on Treasurer’s Report.....                               | 156        |
| <b>Chapter IX—How Motions Are Made,<br/>Stated and Put.....</b> | <b>158</b> |
| To Obtain Recognition.....                                      | 158        |
| Stating the Motion.....   | 160        |
| Model Forms of Motions.....                                     | 162        |
| <b>Chapter X—Model Form of Minutes.....</b>                     | <b>186</b> |
| <b>Chapter XI—Definitions of Common<br/>Terms.....</b>          | <b>192</b> |
| Index .....   | 199        |



## PREFACE.

---

**D**OUBTLESS there are men and women who think Parliamentary law something new and consider it a harmless fad. They are as wrong as possible, since Parliamentary law, as it now is, is the product of many centuries, and has played an important part in the world's progress in civilization.

Parliamentary law is so old that, although it takes its name from the Parliament of Great Britain, its origin far antedates that venerable body. The evolution of centuries, it is still being adapted to meet new conditions as society itself changes. Thus, up to the time Thomas Jefferson began the work of adapting it to our requirements and compiled the first American manual, our practice was merely a collection of English precedents. Now, our Senate and House differ in practice from Parliament and from each other. Moreover, our ordinary deliberative bodies follow

the practice of none of these great bodies, a code better suited to the people's needs having been evolved by the American genius.

All civilized nations admit, without question, the necessity of conducting the business of deliberative bodies according to recognized rules of procedure; otherwise such international assemblies as the Peace Conference at The Hague could not be held. It is a far cry from such a gathering to the business meeting of the average club, but, as a matter of fact, Parliamentary law is a mainstay of the social, religious, political and business world. The same general principle obtains in all organizations, whether for profit or pleasure, incorporated or unincorporated, great or small. Whatever is worth doing at all is worth doing well, and to be done well it must be done in accordance with established usage — Parliamentary law.

Parliamentary law, in addition to being founded on right, is also warranted by expediency. Its present development represents centuries of intelligent effort to facilitate and expedite business. It is a consistent system of procedure, founded on common sense and sanctioned by the experience of mankind.

In short, because of its age and dignity, its equity and utility, Parliamentary law is rightly to be termed a landmark of civilization.

Considered from the standpoint of every-day life, as society is constituted in this Twentieth Century, a knowledge of Parliamentary law is practically a necessity for both men and women in this day of a multiplicity of organizations of all kinds. The contention that only presiding officers need be familiar with the rules of procedure is untenable on its face, since the ignorance of the assembly in this respect may be so great as to entirely set at naught his knowledge and ability. A member who is not able to aid in the ready dispatch of business and vote understandingly is a drag on the working machinery. That organization of which the members individually and collectively are most familiar with Parliamentary law is the organization best fitted to accomplish substantial results.

Another side, less utilitarian but worth careful consideration, is the manifest benefits to the student of Parliamentary law. One of these benefits is the acquirement of mental balance and restraint. All who participate in debate, and women in especial, are apt to make business too

personal. Parliamentary law deals with propositions rather than individuals. The motions by which the business of a deliberative body is conducted are purely mechanical agents. The ability to distinguish between the motion and the individual induces an attitude of mind that assures calm and careful consideration of questions from all sides.

Mental growth accompanies the study of Parliamentary law. Conscientious students acquire alertness and concentration of mind, and conciseness of thought and speech. The analytical faculties are developed.

Moral growth is a necessary result of the study and application of Parliamentary law. Men and women insensibly learn to respect the rights of others in defending their own. The principles of right and justice become a more satisfactory guide than sentiment and prejudice. Likes and dislikes assume their true proportions.

Thus an intelligent study and a consistent practice of Parliamentary law develop both men and women and increase their value to the community.

M. B. K. S.

Chicago, April 5.

CLASSIFICATION  
OF MOTIONS

## CLASSIFICATION OF MOTIONS.

---

### A.—Main or Principal.

#### I.—Ordinary.

- a. Motion.
- b. Resolution.

#### II.—Privileged.

- a. To fix the time or place to which to adjourn.
- b. To adjourn.
- c. To take a recess.
- d. Questions of privilege.
  - 1. Affecting the assembly.
  - 2. Affecting a member.
- e. Call for the order of the day.

### B.—Subsidiary.

#### B. I.—Incidental.

- a. Questions of order.
  - 1. Raising the question.
  - 2. Appeal.
- b. Reading of papers.
  - 1. Paper under consideration.
  - 2. Paper not under consideration.
- c. To withdraw a motion.
- d. To suspend the rules.
- e. To divide a resolution.
- f. Motions as to method of consideration.

#### • B. II.—Dilatory.

- a. To lay on the table.
- b. To postpone to a definite time.

1. *Special order.*
2. *General order.*
- c. *To refer to a committee.*
  1. *Committee of the whole.*
  2. *Standing.*
  3. *Special.*

**B. III.—Amendatory.**

- a. *To amend the amendment — 2d degree.*
- b. *To amend the motion — 1st degree.*
  1. *By addition.*
  2. *By striking out.*
  3. *By substitution.*

**B. IV.—Declinatory.**

1. *Objection to the consideration of the question.*  
(*Question of consideration.*)
2. *Indefinite postponement.*

**B. V.—Relative to Voting and Debate.**

- a. *The previous question.*
  1. *Ordering a subsidiary question to vote.*
  2. *Ordering a main question to vote.*
- b. *To close, limit or extend debate.*
- c. *To order the method of voting.*
  1. *By roll-call.*
  2. *By ballot.*
  3. *By division.*
  4. *By voice and by a show of hands.*
  5. *By silent consent.*
- d. *To reconsider a vote.*

**C.—Miscellaneous Main Motions.**

*To rescind.*

*To ratify.*

*Nominations, which may be main or subsidiary.*

## COMMON LAW vs. SPECIAL LAW.

Parliamentary Law is a code of rules for the government of deliberative bodies.

There are two kinds of Parliamentary law: The Parliamentary common law and the special law of procedure. The relationship of the one to the other is the same as that between the general common law and the statutes. The common law of order is founded upon the established usage and the practice of deliberative assemblies. Special rules of order are not founded upon usage or custom, but upon the requirements of the body adopting them; they, therefore, become a law unto that body alone. In the absence of special rules the body is governed by general Parliamentary law. Where special rules are adopted they are of higher authority than the general law. Operating under the common law, the majority rules. By special rule or organic law the vote required for an affirmative decision

- may be increased above a majority. The reason of this is that by increasing the vote necessary to
- affirmative action the rights of the minority are further protected.



## CHAPTER I.

---

### DELIBERATIVE BODIES.

Deliberative bodies are of two kinds: Occasional and Permanent.

**Occasional Bodies.**—These are bodies called together temporarily for a specific purpose; they are dissolved when their purpose is accomplished.

**Permanent Bodies.**—These are bodies required by their constitution to meet at certain fixed times; there is no provision for their dissolution.

### Organization of Occasional Bodies.

The purpose in organizing an assembly is to furnish it with the machinery by which its ends may be most easily accomplished.

An assembly called together for a single purpose and also meetings preliminary to the formation of a permanent organization come under the head of occasional meetings or mass meetings and require only a simple organization. At the time specified in the call for the meeting some one calls the meeting to order and the election of a chairman and secretary follows. Resolutions setting forth the purpose of the meeting are then presented, or a committee is appointed to prepare resolutions.

When the resolutions are read, some one moves their adoption. This motion is in turn seconded and stated by the chair. The question is now open to debate and subject to common parliamentary law procedure. If the resolutions only are before the assembly after debate has ceased, the chairman will put the question to vote.

The meeting having accomplished the purpose for which it was called now adjourns.

### **Organization of a Convention.**

This simple form of organization is all that is necessary for an assembly where there is no

question about membership. When credentials of membership are necessary, additional organization is required.

The function of the first or temporary organization is solely to ascertain the membership. This is accomplished by the appointment of a credential committee, examination of credentials, and the adoption of the report of the committee.

The function of the second or permanent organization is the election of permanent officers. This may be done by declaring by resolution the temporary organization permanent or by nomination and election, or by adopting a report of a committee on permanent organization.

### **Conventions of Permanent Bodies.**

In the case of a convention of delegates of a permanent body, such as state or national societies, the process of organization is different. The president of the organization calls the meeting to order and is the presiding officer until his term of office expires as provided in the by-laws. The credential committee is created previous to

the meeting, according to the rules of the organization. Blank credential cards are sent to each organization that is a part of the main body. These are filled out and presented by the representative to the credential committee. The following is a common form:

JAMESTOWN, ..... 19..

This is to certify that the bearer, .....  
....., is a delegate from the Jamestown Twentieth Century Club to the National Educational Congress, at Washington, D. C.

..... President.

..... Recording Secretary.

Approved:

.....

Chairman Credential Committee.

#### **Details of Organization.**

The adoption of the report of the credential committee transforms the mass meeting into a convention of delegates competent to transact the business for which it was convened.

On the motion to accept or adopt the report of the credential committee only those delegates may vote who have been reported by the committee as having proper credentials.

It is customary in organizing a convention of delegates to call the roll. This, however, may be regulated by the by-laws, which may or may not require it to be called. In the absence of a provision in the by-laws the roll-call may be omitted by unanimous consent.

A program committee, which is also provided for by special rule, presents the program for the convention as soon as the report of the credential committee is adopted. The program may be amended or adopted in its original form. In either case it becomes the order of business of the convention and may be altered only upon a motion "to suspend the order of business," which requires a two-thirds vote.

### **Formation of a Permanent Organization.**

When the organization of a permanent society is contemplated, the plan of procedure begins with an occasional or mass meeting as before described. After the adoption of a resolution that

the society be formed, a committee should be appointed to prepare a constitution and by-laws and to report at a future meeting. After deciding upon the date of the future meeting, the business of the first meeting is completed.

### **The Second Meeting.**

At the second meeting the temporary officers serve until the permanent officers are elected. After the call to order by the chairman, the secretary reads the minutes of the previous meeting. Corrections are made if necessary, and the minutes are approved. The chairman then announces that the next business in order is the "hearing of the report of the Committee on the Constitution and By-laws." This is followed by a motion to adopt the constitution as reported by the committee. The constitution is then read by the recording secretary, section by section, the chairman asking after each section if there are any amendments to be offered. If amendments are proposed, they are voted upon, but no vote is taken on the section as amended. If there are none, the next section is read and so on until it is finished.

The constitution as amended is now read to the assembly and amendments to any section of it may be made before the vote is taken on its adoption.

The rules for the adoption of a constitution apply also to the adoption of the by-laws.

Permanent officers are now elected according to the provisions in the by-laws, and the organization of the society is permanent.

### **Preliminary Meeting.**

At the time specified in the call for the meeting, Mr. Hastings, who has issued the call for the meeting, rises and says: "The meeting will be in order. The first business will be the election of a chairman. Nominations are in order."

Mr. Gray.— Mr. Chairman, I nominate Mr. Adams.

Chairman.— Mr. Adams is nominated. Are there other nominations? If not, all in favor of Mr. Adams as chairman will say aye. All opposed will say no. The ayes have it. Mr. Adams is elected and will take the chair.

Mr. Adams steps forward and says: "The

meeting will be in order. Nominations are in order for secretary."

Mr. Jones.—Mr. Chairman, I nominate Mr. Peck.

Chairman.—Mr. Peck is nominated. Are there any other nominations. [Pause.] If not, all in favor of Mr. Peck as secretary will say aye. All opposed will say no. The ayes have it. Mr. Peck is elected.

Mr. Peck then seats himself beside the chairman and takes the minutes of the meeting.

### **The Society is Organized.**

Chairman.—The secretary will read the call for the meeting.

The secretary rises and reads as follows:

JAMESTOWN, January 7, 1904.

"A meeting will be held Monday, January 10, at 2 P.M., at the residence of Mr. Hastings, 120 Adams street, to consider the organization of a society for general philanthropic work. You are invited to attend.

"ROBERT HASTINGS."

Mr. Hastings.—Mr. Chairman, I move the adoption of the following resolution:



*Resolved*, To organize a society for general philanthropic work.

Mr. Gray.—Mr. Chairman, I second the motion.

Chairman.—It is moved and seconded to adopt the resolution [reads resolution]. The question is before you for discussion. [Discussion follows].

Mr. Barnes.—Mr. Chairman, I move to amend the resolution by adding “along educational and literary lines.”

Mr. Gray.—Mr. Chairman, I second the motion.

Chairman.—It is moved and seconded to amend the resolution by adding “along educational and literary lines.” Are you ready for the question? [Debate follows.]

Chairman.—All in favor of the amendment [repeats it] will say aye. All opposed will say no. The ayes have it. The amendment is carried. The question is now upon the resolution as amended. Are you ready for the question? All in favor of the resolution [repeats it] will say aye. All opposed will say no. The ayes have it. The resolution as amended is adopted. What is the further pleasure of the meeting?

**Appointment of Committee.**

Mr. Mann.—Mr. Chairman, I move a committee of five be appointed by the chair to prepare articles of incorporation and by-laws and report at our next meeting.

Mr. Gray.—Mr. Chairman, I second the motion.

Chairman.—It is moved and seconded to [states motion]. Are you ready for the question? All in favor will say aye. All opposed will say no. The ayes have it. The motion is adopted. The chair will appoint Mr. Hastings, Mrs. Brown, Mr. Holt, Mr. Bacon and Miss Long.

Mr. Hastings.—Mr. Chairman, I move to hold all meetings at 120 Adams street until permanent rooms are secured.

Mr. Holt.—Mr. Chairman, I second the motion.

Chairman.—It is moved and seconded [states motion]. Are you ready for the question? All in favor will say aye. All opposed will say no. The ayes have it. The motion is carried.

Mr. Case.—Mr. Chairman, I move to adjourn to meet one week from to-day at 2 P.M.

Mr. Mann.— Mr. Chairman, I second the motion.

Chairman.— It is moved and seconded [states motion]. All in favor will say aye. All opposed will say no. The ayes have it. It is carried. The meeting stands adjourned.

### **Second Meeting.**

Chairman.— The meeting will be in order. We will hear the minutes of the last meeting.

The secretary rises and reads the minutes.

Chairman.— You have heard the minutes. If there are no corrections they will stand approved [pauses]. They are approved.

Is the committee appointed to prepare articles of incorporation and by-laws ready to report?

Mr. Hastings.— Mr. Chairman, the committee appointed to prepare articles of incorporation and by-laws reports that it has consulted a lawyer concerning the statute under which this organization should be incorporated, and is ready to present a plan for articles of incorporation and by-laws.

[A form of articles of incorporation and of by-laws is given in full in the next chapter, and

directions for the method of their adoption have already been set forth.]

### **Sessions and Meetings.**

Parliamentary action is controlled largely by time limitation. This time limitation is symbolized by sessions and meetings. It is, therefore, necessary for one to understand clearly what constitutes a session and a meeting that complications may be avoided.

A session is the time during which an assembly meets for the transaction of its business. It begins by the call to order and ends by an "adjournment without day." It may consist of one meeting or many meetings. In other words, any meeting which is not an adjournment of some other meeting begins a new session. A convention, for instance, is usually made up of many meetings. The assembly adjourns from day to day, and takes recesses during the day, but these meetings are merely parts of the whole — and the whole is a session. In the case of an organization holding regular meetings — whether weekly, monthly or annually — each meeting constitutes a session, provided these meetings

are closed by "adjournment without day" and not adjournment to a day. An organization may, if it choose, make a special rule by which all meetings of the assembly, from annual meeting to annual meeting, shall constitute a session, but in the absence of such a rule the common Parliamentary law practice is as herein stated.

### **Kinds of Meetings.**

Meetings are of four kinds, as follows:

Regular.

Adjourned regular.

Special.

Adjourned special.

An adjourned meeting is a separate and distinct meeting. A meeting and its adjourned meetings constitute one session.

The purpose of a special meeting must be stated in the call.

Unless restricted by a provision in the by-laws, any business may be transacted at a special meeting which would be proper at a regular meeting, provided the fact that this business to be transacted is stated in the call for the special meeting.

**Secret Session.**

When an assembly desires to exclude all but its members from a meeting, the proper motion to make is "to go into secret session." The motion to go into executive session is used in the Senate of the National Congress when business is to be transacted relating to the executive department of the Government. At such meetings all visitors are excluded. In ordinary deliberative bodies, however, there is no such distinction, and the better form is as stated. There is no similarity, therefore, between a secret or executive session and the committee of the whole. The president continues to preside during a secret session and the minutes are taken by the regular recording secretary.

CHAPTER II.

==

**CONSTITUTION AND BY-LAWS.**

An organization not incorporated may adopt a constitution and by-laws or by-laws alone. In either case the rules contained therein become the organic law of that particular organization.

When a constitution is adopted it should contain only that which is fundamental, leaving the details of government to the by-laws. The essential points are as follows:

Name and object of the organization.

Qualification of members.

Officers, their election and duties.

Meetings (essential features).

Provision for amendment.

When an organization is a branch of a parent body, it may adopt rules for its own government, but only in so far as they do not conflict with the rules of the parent body. The constitution and

by-laws of the superior or parent organization constitute the organic law for it and all its branches. An inferior body can not adopt a rule that conflicts with the organic law of the organization; neither can it suspend such organic law.

An organization should adopt a Parliamentary authority by which it is to be governed in all cases except where the special rules of the organization conflict. In case of conflict special rules supersede the adopted authority.

### **Incorporation and Its Benefits.**

There are State laws providing for the incorporation of societies which are organized not for pecuniary profit, as well as for those organized for profit. The advantages of incorporation to an organization are several. It enables the organization to hold property and to take legal action in its corporate name. It prevents the members from being held individually liable for the debts of the organization. It gives the organization a monopoly of the name under which it is incorporated, and, finally, incorporation gives an organization a definite legal standing and puts it on



an equality with other organizations enjoying the sanction of the State law. An incorporated organization is a continuous body.

A voluntary organization desiring to become incorporated adopts articles of incorporation or association in accordance with the provisions of the State law for this class of organizations. The by-laws of an incorporated body must also conform strictly to the statutes of the State in which the organization is incorporated, and its by-laws may be amended only according to the statutory provisions. When an organization becomes incorporated, the statute of the State and articles of incorporation take the place of the constitution of an unincorporated organization.

#### **Incorporation Papers.**

The incorporation laws of different States vary widely, even the incorporation papers are not uniform. The following form is used in Illinois:

#### **CERTIFICATE OF ORGANIZATION.**

STATE OF ILLINOIS,  
DEPARTMENT OF STATE,  
HENRY D. DEMENT, Secretary of State. }

To All to Whom These Presents Shall Come,  
Greeting:

WHEREAS, A certificate, duly signed and acknowledged, having been filed in the office of the Secretary of State on the 19th day of January, A. D. 1904, for the organization of The Jamestown Twentieth Century Club, under and in accordance with the provisions of "An Act Concerning Corporations," approved April 18, 1872, and in force July 1, 1872, a copy of which certificate is hereunto attached; now, therefore, I, Henry D. Dement, Secretary of State of the State of Illinois, by virtue of the powers and duties vested in me by law, do hereby certify that the said The Jamestown Twentieth Century Club is a legally organized corporation under the laws of this State.

In testimony whereof, I hereunto set my hand and cause to be affixed the great seal of State. Done at the city of Springfield, this twenty-eighth day of October, in the year of our Lord one thousand eight hundred and eighty-five, and of the independence of the United States the one hundred and tenth.

HENRY D. DEMENT,  
Secretary of State.

STATE OF ILLINOIS, }  
COOK COUNTY, } ss.

To Henry D. Dement, Secretary of State:

We, the undersigned, Robert Hastings, James Adams and John Mann, citizens of the United States, propose to form a corporation under an act of the General Assembly of the State of Illinois, entitled "An Act Concerning Corporations," approved April, 1872, and all acts amendatory thereof, and for the purposes of such organization we hereby state as follows, to wit:

1. The name of such corporation is The Jamestown Twentieth Century Club.

2. The object for which it is formed is general philanthropic work along educational and literary lines.

3. The management of the aforesaid corporation shall be vested in a board of fifteen directors, who are to be elected annually.

4. The following persons are hereby selected as the directors to control and manage said corporation for the first year of its corporate existence, namely, Robert Hastings, James Adams, John Mann [and fifteen others].

5. The location is in Chicago, in the County of Cook, State of Illinois. Signed,

ROBERT HASTINGS,  
JAMES ADAMS,  
JOHN MANN.

STATE OF ILLINOIS, }  
COUNTY OF COOK, } ss.

I, Walter M. Howe, a Notary Public in and for the County and State aforesaid, do hereby certify that on the 19th day of January personally appeared before me Robert Hastings, James Adams and John Mann, to me personally known to be the same persons who executed the foregoing statement, and severally acknowledged that they had executed the same for the purposes therein set forth.

In witness whereof, I have hereunto set my hand and seal the day and year above written.

WALTER M. HOWE,  
Notary Public.

[SEAL.]

### **Essentials of By-Laws.**

The by-laws are supplementary to the constitution, and should contain in detail specific directions for the management of the organiza-

tion along the lines for which it was organized. These directions should include details as to:

Duties of officers.

Nominations and elections of officers.

Date of the installation of officers.

Membership.

Provision for filling vacancies in office.

Quorum.

Meetings.

Initiation fee and dues.

Standing committees.

Provision for amendment.

Provision for the suspension of certain sections.

Parliamentary authority.

Provision for deviations from the rules of the adopted Parliamentary authority, as well as for cases not covered by these rules.

The constitution and by-laws may not be amended except upon formal notice and upon a two-thirds vote, unless otherwise provided in the by-laws.

Rules relating to the conducting of business may be omitted from the by-laws and classified under the head of Rules of Order.

In the absence of a special rule or a provision at the time of its adoption, an amendment to the constitution or by-laws goes into effect as soon as it is adopted.

The following by-laws are arranged for an incorporated organization. While they may not meet the needs of any one body, they will serve as a guide. The only change necessary to make them suitable for an unincorporated organization is to transfer the fundamental articles of incorporation from its certificate of incorporation to the by-laws. If it is not desired to divide the organization into departments, simply eliminate all matter relating thereto.

## **BY-LAWS.**

---

### **Article I.**

The Jamestown Twentieth Century Club shall be divided into three departments representing the object for which the organization is formed. They are: Education, Literature and Philanthropy.

## **Article II.**

### **Officers and Managers.**

SECTION 1. The officers shall be a President, two Vice-Presidents, a Recording Secretary, a Corresponding Secretary and a Treasurer.

SEC. 2. These officers and nine directors, three from each department, shall constitute the Board of Directors.

SEC. 3. The officers and directors shall serve one year and until the close of the annual meeting at which their successors are elected.

SEC. 4. No member shall be eligible to any elective office who has not been a member of the club six months, and no member shall hold the same office more than two successive years.

## **Article III.**

### **Elections.**

SECTION 1. The officers and directors of the club shall be elected at the annual meeting by ballot. A plurality vote shall elect. Nominations shall be made from the floor.

## Article IV.

### Duties of Officers.

SECTION 1. The President shall preside at all meetings of the club and of the Board of Directors. He shall sign all warrants on the Treasurer and fill all vacancies on standing and special committees.

SEC. 2. In the absence of the President, the Vice-Presidents in their order shall assume the duties of the President.

SEC. 3. The Recording Secretary shall keep the minutes of the club and of the Board of Directors. He shall have charge of all club papers and documents, and draw and countersign all warrants on the Treasurer.

SEC. 4. The Corresponding Secretary shall receive and present to the Board of Directors all applications for membership. He shall notify officers and directors of their election and committees of their appointment, send out all notices, except those relating to the nonpayment of dues, and conduct the correspondence of the club.

SEC. 5. The Treasurer shall be the custodian of the club funds, which he shall pay out only



upon warrants, signed by the President and countersigned by the Recording Secretary. He shall keep an itemized account of receipts and expenditures and present a report in full to the Board of Directors at each monthly meeting, and to the club at the business meeting in January and at the annual meeting.

## Article V.

### Membership.

SECTION 1. An applicant for admission to the club shall be indorsed by two members of the club who personally know him. Application blanks may be secured from the Corresponding Secretary. No member shall indorse for more than three applicants during the club year, which shall be from annual meeting to annual meeting. [See Article VII, Section 2, concerning indorsement of applicants by members of the Board.]

SEC. 2. Membership shall be of three classes: Active, Associate and Honorary.

Active members shall conduct the work of the club.

Associate members shall be entitled to all the privileges of the club except that they shall not make motions, vote, hold office or indorse applicants for membership.

Honorary membership may be conferred by unanimous vote at any regular meeting.

## **Article VI.**

### **Dues and Initiation Fees.**

SECTION 1. The initiation fee shall be \$5, payable upon notification of election to membership. When an applicant is elected to membership later than January first he shall not be required to pay dues for that fiscal year; otherwise the dues are payable according to Section 2.

SEC. 2. The annual dues shall be \$2, payable at the annual meeting. The dues for associate members shall be \$5. They shall pay the regular initiation fee upon election to membership.

One-half the amount of the initiation fees and the dues shall be divided equally between the departments.

SEC. 3. Notices of the nonpayment of dues shall be sent to delinquent members in October and November. A member failing to pay his

dues by December 1 shall be dropped from membership. Resignations shall not be accepted from delinquent members.

## **Article VII.**

### **The Board of Directors.**

SECTION 1. The Board of Directors at its first meeting shall appoint standing committees as follows: Program, House, Social and Auditing.

SEC. 2. The Board of Directors shall consider and act upon all applications for membership. Names of applicants shall be read to the club at the first regular meeting following the Board meeting at which the names are first presented and shall be acted upon at the next succeeding meeting of the Board. Two negative votes shall defeat an election. The vote shall be by ballot. The Board shall report each month to the club the election of members.

Members of the Board of Directors shall not indorse an applicant to membership during their term of office.

SEC. 3. The Board shall have power to fill vacancies in its own body.

## **Article VIII.**

### **Standing Committees.**

SECTION 1. The Program Committee shall consist of nine members. It shall prepare the program for the year, subject to the approval of the Board.

SEC. 2. The Social Committee shall consist of seven members. It shall have charge of all social meetings, and shall receive and introduce new members and guests.

SEC. 3. The House Committee shall consist of five members. It shall arrange for and have charge of the place of meeting.

SEC. 4. The Auditing Committee shall consist of three members. It shall examine the accounts of the Treasurer and report to the club in January and at the annual meeting. It shall approve all bills before their payment by the Treasurer.

## **Article IX.**

### **Meetings.**

SECTION 1. The annual meeting shall be held the last Tuesday in April at 2 P.M. Gen-

E.C.C.L.

eral meetings shall be held Tuesdays from October to April, inclusive, with the exception of the first Tuesday of each month.

The regular business meeting shall be held on the third Tuesday of each month.

SEC. 2. Regular sessions of the club and of the Board of Directors shall begin at 2 P.M.

SEC. 3. At special meetings of the club and of the Board of Directors only such business may be transacted as has been stated in the call for the meeting.

SEC. 4. Special meetings of the club may be called by the Board of Directors by written notice to each member. Thirty-five members shall constitute a quorum.

SEC. 5. The Board of Directors shall hold regular meetings on the Tuesday following the annual meeting and on the first Tuesday of each month from October to April, inclusive.

Seven members of the Board of Directors shall constitute a quorum. Special meetings of the Board of Directors shall be called by order of the president or upon the request of two members by written notice to each member.

## Article X.

### Parliamentary Authority.

The rules contained in ..... shall govern in all cases wherein they do not conflict with the rules of the organization.

## Article XI.

### Amendments.

The articles of incorporation and the by-laws may be amended at an annual meeting or any adjourned session thereof by two-thirds of the votes cast.

## RULES OF ORDER.

---

### Order of Business of Meeting.

#### Business Meeting.

- Reading and approval of the minutes of last meeting.

Announcements.

- Report of Treasurer, in January.

Report of Auditing Committee, in January.

- Reports of departments.
- Reports of standing committees.
- Reports of special committees.
- Unfinished business.
- New business.
- Adjournment.

**Annual Meeting.**

Reading and approval of minutes of last meeting.

Appointment of tellers.

Nomination and election of officers and directors.

Reports of officers.

Reports of chairmen of departments.

Reports of chairmen of standing committees.

Report of tellers.

Miscellaneous business.

Adjournment.

**General Meetings.**

Reading and approval of minutes of last meeting.

Announcements.

Program.

Adjournment.

**Board of Directors.**

Reading and approval of minutes of last meeting.

Roll call.

Unfinished business.

Communications of Corresponding Secretary.

Report of Treasurer.

Report of Auditing Committee.

Reports of chairmen of departments and standing committees.

New business.

Adjournment.

Individual debate shall be limited to five minutes.

**Standing Rules.**

A rule adopted by a majority at any meeting is called a standing rule, and continues in force until it is modified, suspended or rescinded, which may be done by a majority vote, without previous notice.

- Such standing rules adopted by an organization are not affected by time. They continue in
- force through succeeding administrations, unless, as has been stated, they are rescinded. But



standing rules adopted by a Board of Directors or any standing committee continue in force only during the existence of the board or committee by which they were adopted.

Standing rules may not be modified at the meeting at which they were adopted except by a reconsideration of the vote adopting them.

Standing rules must not conflict with the by-laws or any law of higher authority.

### **Order of Business.**

Unless an organization has a special rule, the regular order of business is as follows:

Reading of the minutes.

Announcements.

Reports of standing committees.

Reports of special committees.

Unfinished business.

New business.

Boards of Directors come under the head of standing committees.

By special rule this order may be modified to better suit the needs of the organization.

CHAPTER III.  

---

**MOTIONS AND THEIR USE.**

The business of a deliberative body is transacted by means of motions. A motion is a statement of a proposition to be considered by the assembly.

One of the first principles of Parliamentary procedure and one that should never be lost sight of is that all members of an organization have equal rights. Members are equal in their right to place propositions before the assembly, to speak to all debatable motions, and to take part in all action necessary to arrive at a decision. Parliamentary rules furnish the agents for the application of this principle of equality and protect the members from personalities and favoritism.

**Rank of Motions.**

As in an intricate machine each particular part has its special function and each is dependent

upon some other part so it is with the working machinery of Parliamentary law. Each motion has a special place—a grade we will call it—and in the interest of justice and order two motions of the same grade may not be pending at the same time.

An ordinary main motion is the lowest in grade of all motions. After it is stated by the chair its direct consideration may be temporarily interrupted by a motion of a higher grade, but after this last motion is disposed of (unless it has the effect of also disposing of the main motion) the consideration of the main motion is resumed without further action on the part of the assembly. The rule is that a pending motion may be superseded by one of a higher grade, but not by one of the same or a lower grade. Although the main motion is presented first, if subsidiary motions follow, it is the last to be put to vote.

### **MAIN AND SUBSIDIARY MOTIONS.**

The motions by which the business of a deliberative body is conducted are of two kinds:

**A.—Main or Principal.**

**B.—Subsidiary.**

Main or principal motions are of two kinds:

**I.—Ordinary.**

**II.—Privileged.**

**A I.—Ordinary Main Motions.**

Ordinary main motions are those by which business is introduced. There are two forms:

a. Motion.

b. Resolution.

A main or principal motion may be presented in either of the foregoing forms and may be entertained only when no other main motion is pending. Only by motion can action be taken on a resolution or a communication. A preamble may precede a resolution.

A resolution that conflicts with a resolution previously adopted or with any of the rules of the organization is not in order, and, if adopted, is null and void.

**A II.—Privileged Motions.**

Privileged main motions are independent, and are given preference over all others in the consideration of business.

**Purpose.**—To furnish the means by which matters which are imperative may supersede a

pending question, and secure immediate attention. They are as follows:

- 1.—To Fix the Time or Place to Which to Adjourn.
- 2.—To Adjourn.
- 3.—To Take a Recess.
- 4.—Questions of Privilege.
- 5.—Call for Orders of the Day.

### 1.—To Fix the Time or Place to Which to Adjourn.

**Purpose.**—To set the time for holding an adjourned meeting, to prevent adjournment dissolving the assembly, and to provide for a future meeting when it is urgent.

Undebatable.

Amendable.

**Rank.**—It takes precedence of all motions; when no business is pending it ranks as an ordinary main motion. It may not be made while a member is speaking, but it is in order while the assembly is voting to adjourn, before the result has been fully announced.

**Vote.**—Majority.

The questions which may be entertained when the motion to adjourn is pending are also in order when to fix the time or place is pending.

## 2.—To Adjourn.

**Purpose.**—To close the meeting.

**Effect.**—Prevailing, the organization is incompetent to transact business until the next regular meeting or a special meeting regularly called.

Undebatable.

Unamendable.

**Rank.**—Precedes all motions except to fix the time or place. It may not be made in interruption of a member speaking or during the taking of a vote, or the verification of a vote.

When the motion to adjourn is qualified it loses all privileges and is classed as an ordinary main motion. It is therefore out of order when any business is before the assembly.

**Vote.**—Majority.

When the motion to adjourn is pending there are, however, certain questions in order besides

the motion to fix the time or place. They are as follows:

To enter reconsideration on the minutes.

To fix method of taking the vote.

Withdrawal of the motion to adjourn.

If requiring immediate action, the following questions may also be entertained:

Questions of privilege.

Parliamentary inquiries.

Questions of order.

Appeals.

The motion to adjourn, if lost, may be renewed after debate or any intervening business.

### **Adjournment and Its Effect on Unfinished Business.**

Where regular sessions are held during the year, the business interrupted by adjournment at one session comes up for consideration at the next session at the place arranged for it in the order of business. It is then treated the same as if there had been no adjournment. A motion is not necessary to bring it before the assembly.

When it closes a meeting and not a session the consideration of interrupted business is next

in order after the reading of the minutes, unless otherwise provided for by special rule.

When an organization holds but one meeting each year all business pending at the time of adjournment is killed.

In the case of an elective body such as a Board of Managers the business interrupted by adjournment is killed only when the term for which the entire board, or a part of it, has expired.

Business killed by adjournment may be introduced at a future session as new business.

### **3.—To Take a Recess.**

**Purpose.**—To adjourn for a limited time during a session.

Undebatable.

Amendable.

**Rank.**—It is in order at any time except when to adjourn or to fix the time or place is pending.

When the motion to take a recess is made when no other question is pending it is treated as a main motion without privilege, subject to amendment and debate.



**Vote.**—Majority.

The meeting after a recess is not another but the same meeting.

#### **4.—Questions of Privilege.**

- a. Affecting the assembly.
- b. Affecting a member.

**Purpose.**—To protect the rights and privileges of the assembly and of any of its members (as members of the assembly) in case of necessity.

When a member rises to a question of privilege the chair decides whether it is properly a question of privilege. If decided in the affirmative and no appeal is taken, action follows by a motion subject to the application of subsidiary motions.

Debatable after it takes the shape of a motion; not before.

Amendable after it takes the shape of a motion; not before.

**Rank.**—Questions of privilege requiring immediate action precede all other motions, and may be entertained at any time, at the pleasure

of the assembly. They may be made while a member is speaking. Questions affecting the assembly are of higher rank than those affecting the individual, and are disposed of first.

**Vote.**—Majority.

Recognition or a second is not required to the question of privilege, but the motion of privilege which may follow requires a second.

It should be remembered that the occurrence of some parliamentary irregularity or a desire on the part of a member to have a favor granted or the courtesy of the house extended to him, are *not* questions of privilege. A question of privilege provides the means by which a member may secure that to which he or the assembly has a right.

Questions relating to the credentials of members, the condition of the room or hall in which the meeting is held (concerning light, ventilation or the arrangement of seats), charges made against the official character of an officer or a member, etc., are the things usually constituting questions of privilege.

After the assembly has disposed of a question of privilege the consideration of the business

which it interrupted is resumed without a motion for that purpose.

### 5.—Call for Orders of the Day.

- a. Special.
- b. General.

**Purpose.**—To carry out the purpose of the assembly to consider a specified question at a specified time.

**Effect.**—Prevailing, the business before the assembly is suspended until the question appointed for that time is disposed of. The assembly is not compelled to consider it at the time appointed, but may further defer action by any one of several methods; its consideration may be declined altogether.

Undebatable.

Unamendable.

**Rank.**—Precedes all other motions, with the following exceptions:

To fix the time or place.

To adjourn.

To take a recess.

Questions of privilege.

To reconsider.

It does not require a second, and may be made while a member is speaking.

A special order supersedes a general order, and is disposed of first.

### **When and How Taken Up.**

When the time arrives to which a question is assigned, the chair so informs the assembly; it may be called up also by a member. If it is not taken up on the day specified, it becomes of no effect.

In case there is a special rule that certain questions shall be taken up at specified hours during a session, when the time for the consideration of each question arrives, the pending business is interrupted until the specified business is disposed of.

When a subject has been made a special order for a day, it takes precedence of all business except the reading of the minutes.

The orders of the day, which include business postponed to this meeting, come in with unfinished business.

## **B.—SUBSIDIARY MOTIONS.**

Subsidiary motions grow out of a main motion, and precede it in the order of voting. Their purpose is to pave the way by preliminary action for final vote on the main motion. These subsidiary motions are classified according to their character, as follows:

- I.—Incidental.**
- II.—Dilatory.**
- III.—Amendatory.**
- IV.—Declinatory.**
- V.—Relative to Voting and Debate.**

### **B I.—INCIDENTAL SUBSIDIARIES.**

- a.—Questions of Order.**
- b.—Reading of Papers.**
- c.—To Withdraw a Motion.**
- d.—To Suspend the Rules.**
- e.—To Divide a Motion.**
- f.—Motions as to Methods of Consideration.**

**Purpose.**—These questions arise out of the need for the proper conduct of business.

**Rank.**— They have no order of precedence among themselves. As a group they outrank all other motions, except privileged motions.

### **a.—Questions of Order.**

1. Raising the question, i. e., point of order.
2. Appeal.

**Purpose of 1.**— To call the attention of the chair to some irregularity in the proceedings of the assembly.

A member rising to a point of order need not wait for recognition and he may interrupt a member speaking.

**Purpose of 2.**— To reverse a decision of the chair.

**Effect.**—If the appeal is sustained, the decision of the chair is reversed; if lost, the decision of the chair stands.

• Debatable, when applied to a debatable motion.

• Undebatable when relating to indecorum, transgression of the rules of speaking, priority of

business, and when it follows an undebatable motion.

Unamendable.

**Vote.**—Majority; in case of a tie the decision of the chair is sustained. The vote of the chair may make the tie.

Laying an appeal on the table does not affect the question before the assembly, and sustains the decision of the chair.

When an appeal is pending a second appeal is out of order.

### **b.—Reading of Papers.**

1. Under consideration.
2. Not under consideration.

**Purpose of 1.**—To enable the assembly to have a rereading of the motion, resolution or communication under consideration.

**Purpose of 2.**—To bring before the assembly a paper indirectly affecting the question under discussion.

Undebatable.

Unamendable.

**Vote.**—Majority.

**c.—To Withdraw a Motion.**

**Purpose.**—To withdraw from the assembly a question after it has been stated by the chair.

Undebatable.

Unamendable.

**Vote.**—Majority.

After a motion has been stated by the chair it may be withdrawn by unanimous consent, no matter how much it has been amended. If it has not been amended it can be withdrawn at the request of the mover by a majority vote, notwithstanding objection.

When a motion is withdrawn it is the same as if it had never been made.

**d.—To Suspend the Rules.**

**Purpose.**—To temporarily set aside a rule which interferes with the consideration of a question or with any desired action.

Undebatable.

Unamendable.

**Vote.**—Two-thirds.



This motion applies to rules of order and not to by-laws, which can not be suspended unless they provide for their suspension.

Standing rules are resolutions of a continuing nature, and remain in force until modified or suspended. They may be adopted, modified, suspended and rescinded by a majority.

### **e.—To Divide a Motion.**

**Purpose.**—To divide a motion in two or more parts, so as to secure a separate vote on each proposition.

**Effect.**—Prevailing, consideration of each proposition is taken up separately, and is subject to amendment.

Undebatable.

Amendable.

A motion is subject to division only when it contains two or more distinct and complete propositions, each of which will stand alone.

**Vote.**—Majority.

### **f.—Motions as to Method of Consideration.**

**Purpose.**—To specify the manner in which a particular question under discussion shall be considered.

Undebatable.

Amendable.

## **B II.—DILATORY.**

---

### **a.—To Lay on the Table.**

**Purpose.**—To suspend the consideration of a question during the pleasure of the assembly.

**Effect.**—Prevailing, the question under consideration is put aside until the assembly votes to take it up. This action frequently defeats the question.

Undebatable.

Unamendable.

**Rank.**—It is the highest of all subsidiary motions, with the exception of the Incidental Subsidiaries.

**Vote.**—Majority.

**Legitimate Use.**

By the legitimate use of the motion to table, a question is never killed but is set aside temporarily, to be resumed when a majority vote in favor of taking it up, and it should be used for this purpose only. Knowing the purpose of this motion, the reasons why it should not be used for the purpose of defeating a question are plainly evident. Every motion which suppresses a question for the session should be open to free debate unless debate has been closed or limited by a vote as large as two-thirds. The rule that the motion to table is undebatable and a majority vote is sufficient is based upon the theory that the question is only to be laid aside temporarily. In organizations where this motion is constantly abused by using it to suppress a question it would be fairer and more in accord with the spirit of the law that it should require a two-thirds vote. In general, where the motion to lay on the table prevails, everything that adheres to the question goes to the table, leaving the status of the question unchanged.

Therefore, the effect, when amendments are pending and the motion to table is carried, is to remove the main motion from immediate consid-

eration as well as the amendments. Amendments can not be separated from the motion to which they are attached by this or any other process.

There are apparent exceptions to this rule, however, as tabling the following motions tables nothing else:

Amendment to minutes.

Amendment to by-laws, etc., already adopted.

Appeal. [Effect: sustains the chair.]

To reconsider.

Questions of privilege.

To rescind.

To ratify.

The questions that may not be laid on the table are as follows:

To fix time or place, etc. [when privileged].

To adjourn.

Orders of the day [as a class].

Priority of business [questions relating to].

To lay on the table.

To take from the table.

The motion to table being the highest of all subsidiary motions which have a direct bearing

on the main motion, it may be used when other subsidiary motions are pending.

A set or class of questions can not be laid on the table as a whole, but they may be laid on the table one at a time.

### **To Take a Question from the Table.**

Undebatable.

Unamendable.

**Vote.**—Majority.

When a question is taken from the table it comes back to the assembly in exactly the same condition as when it was laid on the table. The rule is that no subsidiary motion is killed by the action of laying a question on the table.

Where a question goes to the table after the previous question has been ordered, it comes back to the assembly subject to that order and the voting should follow without debate the same as if the question had not been laid aside.

The motion to take a question from the table possesses no privilege, not even when the question involved is a motion growing out of a

question of privilege. It is in order when the motion to which it relates would be in order. The only way in which it could interrupt a regular order of business would be to first suspend the order of business for that purpose.

**When in Order.**

A motion to take a question from the table is in order at any time, provided business has intervened and no business is before the assembly.

In the absence of a special rule the right to take a question from the table ends with the session. In this connection it is advisable to adopt a special rule making it allowable to take a question from the table at the session following the one at which it was laid on the table.

The rules governing the tabling of a question and taking a question from the table at meetings of a board of managers, trustees or directors are the same as those of the organization.

**b.—To Postpone to a Definite Time.**

1. Special order, i. e., postponement to an hour.
2. General order, i. e., postponement to a day.

**Purpose.**—To put off the further consideration of the main question to a stated time.

**Effect.**—Prevailing, the question to which it is applied is immediately removed from consideration until the time to which it is postponed.

Debatable. [Limited to the propriety of postponement.]

Amendable.

**Rank.**—It precedes indefinite postponement and amendatory motions, and the motion to refer to a committee.

**Vote.**—Two-thirds for a special order.  
Majority for a general order.

Questions postponed to a definite time may be considered before that time only upon a two-thirds vote of the assembly.

A question may not be postponed to a time beyond that of the next session.

When a question has been postponed to a fixed day, it becomes on that day one of the orders of the day.

**c.—To Refer to a Committee.**

There are three kinds of committees, ranking in the order named:

1. Committee of the whole.
2. Standing.
3. Special.

**Purpose.**—To gain further information on the subject of a motion or resolution, or to give it more careful consideration, or to subserve some other purpose of the assembly.

**Effect.**—Prevailing, the main motion, with its amendments, is temporarily removed from the assembly and put in the hands of the committee.

Debatable; the debate may extend to the question to be committed.

Amendable.

**Rank.**—It precedes indefinite postponement and amendatory motions, and yields to all others.

**Vote.**—Majority.

Committees, with the exception of Committee of the Whole, may appoint subcommittees



from their own membership which must report to the appointing committee.

Committees may be nominated:

From the floor.

By the chair.

By a committee; and

Appointed by the chair.

A committee may be empowered to increase its membership.

The assembly may appoint the chairman with power to select his committee.

### **Power of Committees.**

Much of the business of an organization is done by committees, as it is impossible for the assembly to give all questions that come before it the careful attention in detail that is required. It must be remembered, however, that a committee, either standing or special, has only such powers as are conferred upon it by the by-laws, or by resolution of the assembly. The committee, therefore, may take final action only when empowered to do so by the assembly.

If a committee neglects or refuses to report, the assembly may withdraw the matter referred and discharge the committee.

### **Committee of the Whole.**

The Committee of the Whole is the assembly resolved into a committee to consider informally and without restriction of debate a subject on which further discussion is desired.

It sometimes happens that an important question is in danger of being laid on the table, or of being put to vote under the operation of the previous question before adequate time has been allowed for its consideration. Under such circumstances to go into Committee of the Whole would be advisable, as in Committee of the Whole no restrictive measures may be applied to debate and the question can not be laid on the table.

And again, it may be thought desirable to consider a question with greater freedom and informality than would be possible in the assembly. Also, the fact that the minutes of the Committee of the Whole are never entered in the records of the organization may be an advantage in some particular instance.

**Chairman.**

When the motion to go into Committee of the Whole is carried the president appoints a member to act as chairman and takes his place among the members of the committee. While it is customary for the president to appoint the chairman the appointing power lies in the assembly and may be exercised if desired. It is not often that any change is made as to the recording secretary, though the assembly is, as in the case of the chairman, competent to appoint one to serve while in Committee of the Whole.

While the minutes of the Committee of the Whole are kept, they never become a part of the records, but the report made by the chairman of the Committee of the Whole is entered in the minutes.

**Only Motions Allowed.**

In a Committee of the Whole the only motions allowed are :

1. To recommend the adoption, rejection or any other disposition of the question.
2. To amend a recommendation.
3. To amend the amendment.

4. To rise, which is equivalent to the motion to adjourn.

5. To rise and ask leave to sit again.

The Committee of the Whole can not refer a matter to a committee, although it may recommend to the assembly that such disposition be made of the question. Neither can a roll-call vote be taken in Committee of the Whole.

**Limiting Debate.**

The assembly, before going into Committee of the Whole, may limit debate as to length of individual speeches and number of speeches on each side of the question, or by specifying the time when all debate shall cease. But if this is not done the Committee of the Whole is powerless, even by unanimous consent, to limit debate in any way whatever. It could, however, "rise," report to the assembly, and the assembly [with the president in the chair] could adopt such rules. The assembly would then again resolve itself into Committee of the Whole.

- Upon the rising of the committee the president resumes the chair, and the chairman reports to the assembly. Action is then taken on the report.
-

**Informal Consideration.**

A question is sometimes considered informally by the assembly instead of going into the Committee of the Whole. In this case action is like that of the Committee of the Whole, except that the presiding officer does not leave the chair, and a motion to rise is not necessary. The action during informal consideration is not binding. The chair reports to the assembly the informal action taken and action follows as on the report of a committee.

**Standing Committee.**

Standing committees are provided for in the by-laws or special rules of the organization. To it are referred all questions relating to the subjects indicated by the respective titles of the committees. The by-laws may also regulate the membership and method of appointment, and specify their duties and powers.

**Special Committee.**

A special committee is one appointed for a special purpose and continues to exist until that purpose is accomplished; provided it is not discharged.

It ceases to exist when it has performed its duty and so reports to the assembly. If it reports unfinished business, it continues to exist without action. A motion to recommit revives the committee.

### **B III.—AMENDATORY SUBSIDIARIES.**

**Purpose.**—Their aim is to change the motion to which it relates. They may be used with the intention of either perfecting or defeating the question. These amendatory subsidiaries are:

[The arrangement of the two following amendments [a and b] is the reverse of the arrangement used everywhere else in this book, for the reason that it seems easier here to consider the amendment of the lower rank first, as an amendment of the second degree only exists when the amendment of the first degree is pending.]

**a.—To Amend a Motion—either Main  
or Subsidiary—First Degree.**

**b.—To Amend the Amendment—Second  
Degree.**

**a.—To Amend the Main Motion.**

**Effect.**—Prevailing, to modify the motion as proposed.

Debatable, except when the motion to be amended is undebatable.

Amendable.

**Rank.**—The amendment of the first degree. It takes precedence only of the motion to which it relates.

**Vote.**—Majority.

This amendment must be relevant to the motion to which it relates.

**b.—To Amend the Amendment.**

**Effect.**—Prevailing, to modify the amendment of the first degree.

Debatable, except when the motion to be amended is undebatable.

Unamendable.

**Rank.**—It is in order when an amendment of the first degree is pending.

**Vote.**—Majority.

This amendment must be relevant to the amendment of the first degree and apply to it directly.

There are three forms of amendment:

**1.—By Addition:** To add or insert words or paragraphs. Words added or inserted must be consecutive.

**2.—By Striking Out:** To strike out words or paragraphs. The words struck out must be consecutive.

**3.—By Substitution:** To strike out and insert words or paragraphs. The words inserted must take the place of the words struck out.

According to General Robert, division is also classed as an amendment. By other authorities it is classed as an incidental motion.

#### **Amendments Must Be Relevant.**

Amendments must be relevant to the subject matter of the motion. They may be inconsistent with the purpose of the original motion and made solely to defeat it, but they are in order. The form of the motion, however, may not be amended. For instance, a motion that a resolution be adopted may not be amended by substi-



tuting the word rejected for the word adopted. A resolution must always be presented in the affirmative form. An amendment, therefore, to insert the word "not" is out of order, provided it is solely for the purpose of putting the negative instead of the affirmative first.

### **Number of Amendments.**

An unlimited number of amendments may be entertained, but only one amendment of the same degree can be pending at a time. When an amendment has been removed by vote, another of the same degree may be made and entertained, and so on.

Each amendment is treated as a new question when the rules of debate are involved. The debate, however, must be confined when practicable to the pending amendment. To this rule there is one exception: when a substitute is pending, both questions are equally before the assembly for discussion.

When a member desires to move an amendment that is not in order at the time, he may state his intention to the assembly as follows: "I wish to give notice that if the pending amendment is voted down, I will offer the following," etc.

Amendments to motions requiring a two-thirds vote are themselves carried by a majority.

### **Amendments to By-Laws.**

After voting on amendments to the by-laws already in use, a motion is not necessary that the by-laws as amended be adopted.

An amendment to the constitution, by-laws or rules of order previously adopted and in force is really a principal motion subject to two amendments.

The minutes may be amended, i. e., corrected, at any time without reconsideration of the vote upon their approval, provided such correction is in accordance with the facts and not for the suppression of or the alteration of facts.

### **A Substitute Motion.**

A substitute motion is a proposition complete in itself on the same subject matter as the main motion. The question of relevancy must not be lost sight of, as when a proposition is once before the assembly it can not be superseded by a proposition on another subject under the guise of an amendment.

For instance: With a resolution pending to the effect that the club work for the enforcement of the Child Labor Law, the following motion offered as a substitute would not be in order: "To appropriate five hundred dollars for a traveling library."

The rank of a substitute motion is that of an amendment of the first degree, and it is subject to all the rules of an amendment of that rank. Therefore, an amendment of the second degree may be applied to it.

#### **Vote on Substitute Motion.**

When a substitute motion [amendment of the first degree] is put to vote it should be remembered that the question involved is the substitution of it for the resolution or main motion. If this vote is in the affirmative, it then becomes the main motion as amended, and a final vote is required upon its adoption. Although the vote for the substitute motion [as an amendment] shows that the proposition set forth in the substitute motion is preferred to that of the resolution, it is not a positive indication that the resolution as amended [the substitute motion] will be finally

adopted. While the substitute motion is pending as an amendment of the first degree, a majority of the members may prefer it to the resolution and still be opposed to adopting it finally. In other words, the choice may be between two evils and the lesser is temporarily preferred, as the affirmative vote on the substitute motion defeats the main motion directly, and still leaves an opportunity to defeat the substitute after it becomes the main motion or resolution, and a vote is taken on its adoption.

It sometimes happens that the main and the substitute motion each contain propositions that do not conflict and both are desired. In such a case the substitute motion should be voted down. The proposition contained in the substitute motion should then be moved as an amendment by addition to the main motion. The question is first put upon the amendment to add the words in question, and if this amendment is carried, the question is upon the main motion as amended, and consists of the propositions of both the main and substitute motion.

When a substitute motion is pending the procedure, as set forth by some authorities, is as follows: Both the main and the substitute mo-

tions are treated as main motions concerning the application of amendments. Each motion is perfected by its supporters before a preference for either is expressed by a vote. The main motion is considered and perfected first, and then the substitute motion. When both motions are satisfactory to their supporters they are put to vote in the usual way. In case the foregoing treatment of the main and substitute motion is desired, the rules of order of the organization should so provide.

### **Reversing Action on Amendments.**

Action once taken on amendments is final, unless modified or reconsidered. The general rule governing the modification of amendments after they have been voted upon, prior to the adoption of the resolution to which they belong, is that an amendment to be in order must be substantially different from any amendment previously acted upon. In this the underlying principle is that when, by vote of the assembly, certain words have been made a part of a resolution, or have been struck out from a resolution,

another motion involving exactly the same question is not in order. A motion to reconsider the vote on an amendment, if carried, brings back to the assembly the question on the amendment previously voted upon.

While a substitute motion is pending as an amendment it should be perfected by its supporters before it is voted upon, for after it has been substituted for the main motion it can not be altered except by adding to it. This rule also applies when paragraphs or words are inserted in or struck out from a motion or resolution. After a vote by which words are made a part of a motion they can not be struck out unless the amendment involves the striking out of these words [or a part of] and additional words making the question a new one.

#### **How to Reverse Action.**

This matter of reversing action by the process of amendment is both important and puzzling. The accompanying resolution and tables of what can and can not be done will make the matter clear and will be found useful. In these tables but two combinations are considered: A rejected

amendment to strike out and insert, and a rejected amendment to strike out. They will, however, suggest the method to be followed in other cases.

*Resolved*, To purchase for the traveling library the complete works of the following authors: Shakespeare, Dickens, Reade and Howells.

A motion to amend by striking out Dickens and Reade and inserting Ruskin and James is lost. Further amendment must be in accordance with the following:

|        |   |                    |   |                        |
|--------|---|--------------------|---|------------------------|
| Can    | { | Dickens and Reade. | { | And insert nothing or  |
| strike |   | Dickens.           |   | insert Ruskin or James |
| out    |   | Reade.             |   | or Thackeray.          |

|        |   |                                 |   |        |
|--------|---|---------------------------------|---|--------|
| Can    | { | Dickens.                        | { | And    |
| strike |   | Reade.                          |   | insert |
| out    |   | Dickens and Shakespeare.        |   | Ruskin |
|        |   | Dickens, Reade and Howells.     |   | and    |
|        |   | Dickens, Reade and Shakespeare. |   | James. |

|        |   |                   |
|--------|---|-------------------|
| Can    | { | Ruskin and James. |
| insert |   | Ruskin.           |
|        |   | James.            |
|        |   | Thackeray.        |

A motion to amend by striking out Dickens and Reade is lost. The matter following shows

what can and what can not be done by way of further amendment :

Can not { Dickens and Reade.  
strike { Dickens.  
out { Reade.

Can { Dickens, Reade and Howells.  
strike { Reade and Howells.  
out { Dickens and Shakespeare

Can { Dickens and Reade. }  
strike { Dickens. } And insert Thackeray.  
out { Reade. }

Can { Dickens, Reade and Howells. } And  
strike { Reade and Howells. } insert  
out { Dickens and Shakespeare. } Ruskin.

When the form of amendment "to strike out" is used in both the amendments of the first and second degree it must be remembered that an affirmative vote on an amendment of the second degree places back in the resolution the words stricken out of the amendment of the first degree.

For example :

A resolution and amendment are before the assembly as follows: "Resolved, To purchase the complete works of Shakespeare, Dickens, Reade and Howells."



Amendment, first degree: To strike out "Reade and Howells."

At this point an amendment of the second degree is made to amend the amendment by striking out "Reade." If this last amendment is carried "Reade" is struck out of the amendment of the first degree but not out of the resolution. By the vote in question it regains its place as a part of the resolution and the question on the remaining amendment is to strike out "Howells."

#### **B IV.—DECLINATORY SUBSIDIARIES.**

**Purpose.**—To kill for the session the motion (they can be applied to main motions only) to which they may be applied.

**a.—Indefinite Postponement.**

**b.—Objection to Consideration of the Question.**

**a.—Indefinite Postponement.**

**Purpose.**—To reject for the session the main question. This may be done either before or after debate, or after subsidiary motions upon which a vote has been taken.

**Effect.**—Prevailing, it is equivalent to a negative decision on the main question.

Debatable, even to the merits of main question.

Unamendable.

**Rank.**—It is in order at any time when the main motion is the only one pending.

**Vote.**—Majority.

After a question [the main motion] has been considered by the assembly the only fair way to suppress it is to either vote it down or move to indefinitely postpone it.

### **b.—Objection to Consideration of the Question.**

**Purpose.**—To enable the assembly to suppress instantly any question which it does not desire to consider.

**Effect.**—Prevailing, the main motion to which it applies (and it can only be applied to a main motion) is no longer before the assembly.

Undebatable.

Unamendable.

**Rank.**— It must follow immediately the statement of the main motion and be acted upon at once.

**Vote.**— It requires a two-thirds vote in the negative to sustain the objection.

It does not require a second, nor does the maker of it need to be recognized by the chair.

It sometimes happens that a proposition is presented to an assembly of such a nature that consideration of it seems unwise. For instance, it may be irrelevant or absurd. Discussion of it may be unprofitable or tend to create unnecessary unpleasantness. If this is the case, the objection to the consideration of the question is the parliamentary agent to use. If the main motion has been discussed or any subsidiary motion entertained, it is then too late to use this particular method of killing the original proposition. It must be remembered that the objection to the consideration of the question is used, not for the purpose of objecting to further consideration, but for the purpose of objecting to any consideration whatever.

## B V.—RELATIVE TO VOTING SUBSIDIARIES.

- a.—Previous Question.
- b.—To Close, Limit or Extend Debate.
- c.—Ordering the Method of Voting.
- d.—Reconsideration.

### a.—Previous Question.

**Purpose.**— To cut off debate and all further amendments, and to order the pending question or questions to immediate vote.

**Effect.**—Prevailing, the question or questions to which it is applied is put to vote in regular order.

Undebatable.

Unamendable.

**Rank.**— It may be applied to any motion that is debatable.

**Vote.**— Two-thirds.

**Previous Question Limited.**

The previous question may be used in a limited form. When used in the limited form it may be applied to an amendment alone, and when the amendment is voted upon the resolution is open to debate and further amendment. The motion must specify the limitation, if used in this limited form.

When the previous question is ordered while the motion to refer to a committee is pending, its effect is not exhausted until the motion to refer to a committee, amendments (if any), and the main motion are voted upon.

When the previous question is ordered while the motion for definite or indefinite postponement is pending, its effect does not extend to the main question, but is exhausted when the motions to definitely or indefinitely postpone are voted upon.

If the previous question is ordered on any one of the following motions: Appeal from the decision of the chair, questions of privilege, reconsideration, its effect is exhausted on the motion to which the previous question is applied. A motion to lay the question on the table is in order when the previous question is pending or ordered.

**b.—To Close, Limit or Extend Debate.**

Undebatable.

Amendable.

**Rank.**— It may be applied to all debatable motions.

**Vote.**— Two-thirds.

To extend, may apply to:

The length of a single speech, or of all speeches.

The time or times a member may speak.

The entire time fixed for debate, either on the program or by vote of the assembly.

To limit, may apply to:

The length of one speech or the number of speeches.

The number of speeches on each side.

The whole debate.

**c.—Ordering the Method of Voting.**

A vote may be taken in the following ways at the will of the assembly, which rank in precision as named :

1. By roll-call; used to secure absolute certainty and a record.
2. By ballot; the secret vote.
3. By division; used for the verification of a questioned vote by voice.
4. By voice [aye and no vote] and by a show of hands.
5. By silent consent; generally used in routine business.

**Vote.**—Majority.

A member's vote may be changed except when the vote is by ballot, before the result is finally announced by the chair; not afterward. The presiding officer, if a member, may vote as any other member.

If the chair is in doubt as to a vote, he may order a division.

Debate is out of order during the verification of a vote.

#### **d.—Reconsideration.**

**Purpose.**—To regain possession of a motion previously voted upon.

**Effect.**—Prevailing, to place before the assembly a question in exactly the same shape it had assumed before the vote on it was taken.

Reconsideration, when lost, leaves the question exactly as it was before the motion was made.

Debatable, when applied to a debatable motion, and the previous question has not been ordered; it opens the question involved to debate.

Unamendable.

**Rank.**—It must be made on the same day (or the next succeeding day) on which the vote sought to be reconsidered was taken. The motion to reconsider may be applied to main motions and subsidiaries, with the following exceptions:

1. To adjourn.
2. To suspend the rules.
3. Affirmative vote on motion to lay on the table.
4. Affirmative vote on motion to take from the table.
5. Electing to office a member who is present and does not decline.



**Who May Move.**

Reconsideration must be moved by one who voted on the prevailing side, except when the vote was by ballot. Any member may second it. The motion to reconsider the vote on a main motion may be entertained when it is made, if there is no question before the assembly and the time limit has not expired. On the other hand, if the making of the motion to reconsider a vote is followed by the request that such motion "be entered on the minutes," action does not follow immediately. This motion in this form is in order at any time and may even interrupt a member speaking, or the taking of the vote on the motion to adjourn.

**To Enter on the Minutes.**

When the motion to reconsider a vote is "entered on the minutes" the effect is to suspend action on the original motion until it is acted upon or passes the time limit. In the case of a permanent organization where regular meetings are held weekly or monthly, its effect shall last until the close of the session next succeeding the one at which the motion to reconsider was

made, provided there is not held, upon another day, an adjourned meeting of the one at which the reconsideration was moved. Where the suspensive effect of the motion to reconsider extends to the next session no one may call it up at the meeting at which it was made but the mover. It may be called up by any member at a later meeting. The motion to reconsider that has been entered on the minutes, if called up, takes precedence of all motions, except those to adjourn and to fix the time or place to which to adjourn.

#### **As to Subsidiary Motions.**

The motion to reconsider the vote on any motion other than a main motion, interrupts the consideration of the main motion and is disposed of first. It yields to two classes of motions: Incidental motions and privileged motions (with the exception of the orders of the day).

In order to reconsider a vote on an amendment after the main motion has been acted upon, it is necessary to first reconsider—in inverse order—all votes affecting the question to be reconsidered.

If the assembly adjourns when a motion to reconsider a vote is pending, adjournment has

no effect on it and the motion to reconsider must be taken up at the next meeting as unfinished business.

In general, the vote on any motion, main or subsidiary, whether adopted or rejected, may be reconsidered, provided such vote has not influenced subsequent action.

#### **As to Previous Question.**

If the previous question is ordered and a vote taken under its operation, it is then too late to reconsider the vote on the previous question.

When the previous question is ordered on amendments and the main motion and all the questions have been disposed of by vote, the effect of the previous question is exhausted. Then, if the main motion and amendments are reconsidered, the previous question no longer affects them and they may be further debated and amended.

The motion to reconsider a vote after the previous question is ordered is undebatable. A vote taken on the following motions may be reconsidered, either before or after the previous question is ordered:

Indefinite postponement.

Amendments.

To commit.

To postpone definitely.

When the vote on a question is reconsidered, only those may debate the question that has been brought before the assembly a second time who had not exhausted their right to do so when it was first voted upon. Reconsideration may not be applied to the vote on a question a second time unless the motion has been amended after its first reconsideration. The motion to reconsider may be laid on the table, but it does not carry with it the motion to which it is applied. The previous question also may be applied to it, but only affects the motion to reconsider.

In a committee the motion to reconsider a vote is not affected by any time limit, but it is in order only when every member is present who voted on the prevailing side of the question previously acted upon.

## MISCELLANEOUS PROCEDURE.

---

### To Ratify.

**Purpose.**—To confirm action previously taken, regardless of time that has elapsed.

Debatable; renews debate on the question involved.

Amendable [limited].

**Rank.**—Equal to an ordinary main motion.

**Vote.**—Majority.

Any member may make the motion, regardless of how he had voted previously.

### To Rescind.

**Purpose.**—To annul action previously taken, regardless of time that has elapsed.

Debatable; renews debate on the question involved.

Amendable (limited).

**Rank.**—Equal to an ordinary main motion.

**Vote.**—Majority.

Any member may make the motion, regardless of how he had voted previously.

### **Renewal of a Motion.**

Action having been taken on a main motion and amendments, the assembly can not consider the same question a second time during that session unless the votes on such questions are first reconsidered. The following motions, however, may be renewed provided the status of the question is changed:

To table.

To definitely postpone.

To commit.

To indefinitely postpone.

Privileged motions [with the exception of the call for the orders of the day].

Incidental motions [with the exception of the motion to suspend the rules].

The motion to suspend the rules can not be renewed for the same purpose during the meeting at which it was first made, but it may be renewed at a future meeting. Also, the call for the orders of the day, if defeated, can not be

renewed while the question interrupted is pending.

### **Undebatable Motions.**

To fix the time or place to which to adjourn.

To adjourn.

To rise in committee.

To take a recess.

Call for the order of the day.

Appeal, when relating to indecorum, transgression of the rules of speaking, priority of business, and any undebatable motion.

Suspension of rules.

Leave to withdraw a motion.

For reading of papers.

Request for permission to speak out of order.

For leave to continue speech to one guilty of indecorum.

Extending, limiting or closing debate.

Reconsideration of an undebatable question.

Objection to the consideration of a question.

The previous question.

To lay on or take from the table.

Amendments to undebatable motions.

To close nominations.

### **Motions Requiring a Two-Thirds Vote.**

To amend the by-laws and rules of order.  
To suspend the rules.  
To extend the limits of debate.  
To close or limit debate.  
The previous question.  
To make a special order.  
To take up a question out of its proper order.  
Objection to the consideration of the question.

### **Unamendable Motions.**

Objection to the consideration of the question.  
Indefinite postponement.  
To table.  
To take from the table.  
To adjourn.  
To reconsider.  
Orders of the day.  
Previous question.  
Appeal.  
The reading of papers.  
To withdraw a motion.  
To suspend the rules.



The amendment to the amendment.  
To rise [equivalent to adjourn in committee].  
To take up a question out of its proper order.  
Leave to continue speaking after indecorum.  
To close nominations.

### Nominations.

1. Nomination of officers, delegates and committees.

**Purpose.**— To indicate the choice of members of the assembly and to concentrate the vote on the nominees.

2. Filling blanks.

**Purpose.**— To complete skeleton motions and resolutions, i. e., to fill a space left blank for names, amounts or dates.

### To Close Nominations.

Undebatable.

Unamendable.

**Vote.**— Majority.

**Nominating Candidate.**

Nominations differ in character from motions and amendments in that there may be as many nominations as there are members present. A second is not necessary, but in the case of the nomination of an officer it is common for the nomination to receive a second. Sometimes there are several seconds. The seconding of nominations is a mark of courtesy and indicates the popularity of the nominee, but the name presented to an assembly without a second must be voted upon the same as the one receiving a dozen.

**To Close Nominations.**

After each member has had an opportunity of nominating, nominations may be closed by motion or general assent. This prevents the assembly's nomination of any other candidate, but does not prevent his being voted for and being elected when the vote is by ballot.

As each member has the right to place the name of his candidate before the assembly, it is an infringement of this right to close nominations before a reasonable time has been allowed for the purpose. Members must secure the floor for

making a nomination the same as for presenting a motion. Nominations from the floor are in order, even though nominations have been made by a committee.

When there is more than one nomination the vote should be by ballot. This method insures justice and fairness to each candidate.

A nominating committee has only such powers as are conferred upon it by the organization. The duties of the committee may be wholly clerical or it may exercise the right of independent choice. The acceptance or adoption of the report of the nominating committee does not prevent further nominations from the floor, neither does the adoption of the report take the place of an election.

### **Incomplete Resolution.**

When an incomplete resolution is presented, it is nothing more than a form to be completed by the assembly. After it is completed, that is, the spaces left blank are filled in, it is treated the same as if it had been a complete proposition when first presented. The filling of spaces left blank is accomplished by the process

of nomination. If the blank space is to be filled in by a sum of money, the process of voting should depend upon the proposition involved. The general rule is that nominations of sums of money or a time shall be put to vote, not in the order of nomination, but beginning with the sum of money or the date that is the least likely to be carried, and continuing until a majority vote is secured.

For instance: If the incomplete resolution is a proposition to sell a certain oil painting for not less than ——— dollars, and the following nominations are made: \$100, \$150, \$75, \$125, the amount first voted upon would be \$75. If this was lost, \$100 would be put to vote and so on. If, however, the proposition is to appropriate ——— with which to refurnish the club-rooms and \$500, \$250 and \$100 are named, voting would begin on \$500.

It does not follow that because a member votes for a sum of money or a date to complete a resolution, he is necessarily in favor of the proposition. He may consistently vote against the resolution after its completion.

## CHAPTER IV.

## VOTING.

A vote is a decision of the members on any question that has been put to the assembly. The vote in the affirmative is put first, and is followed by the vote in the negative. As a rule it is the duty of every member to express by his vote an opinion on the questions that are presented to the assembly, but unless the member choose to avail himself of his right to vote he can not be compelled to vote. Members who do not vote are not counted, either in the affirmative or in the negative.

It should be remembered, however, that members who do not vote are silently agreeing with the prevailing side whether the question be carried or lost.

A vote may be taken in the following ways at the will of the assembly, which rank in precision as named:

1. By roll-call; used to secure absolute certainty and a record.
2. By ballot; the secret vote.
3. By division; used for the verification of a questioned vote by voice.
4. By voice [aye and no vote] and by a show of hands.
5. By silent consent; generally used in routine business.

#### **A Vote by Roll Call.**

When a vote is ordered to be taken by roll-call the presiding officer says: "The question is on the adoption of the resolution [he states it]; as the members' names are called those in favor will say 'yes' [or 'aye']; those opposed will say 'no.'" The Recording Secretary then calls the roll, putting the question to the chair last. He records the vote and the chair announces the result. After the calling of the roll is completed, opportunity should be given to members to change their votes.

#### **A Vote by Ballot.**

A vote by ballot is a vote by white and black balls or by written or printed slips of paper. Its

purpose is to make the vote of each member secret. A member [or several] is appointed to collect and count the ballots and to report the result. The chair then declares the vote and its effect.

### **Instructing the Secretary.**

Where there is only one candidate for an office it is common, with unanimous consent, to authorize the secretary to cast the vote of the organization for this candidate. Where the charter of a corporation or the constitution or by-laws of an organization provides for a vote by ballot it is entirely out of order. A vote by ballot means a secret vote cast by each member and a vote cast by the secretary for the assembly is in direct violation of this principle and of the rules of the organization. Such a vote is legal only where unanimous consent is given, and in order to block unanimous consent a member is forced to object publicly, thus breaking the secrecy which should protect his vote. The presiding officer, therefore, should declare out of order a motion to instruct the secretary to cast the vote

of the organization. If the presiding officer fails to declare the motion out of order, a member may rise to a point of order.

### **Vote by Division.**

When the presiding officer is doubtful as to the result of a vote, he may order a division. When a member questions the vote he may call for a division, either before or after the vote is announced. Thereupon the chairman at once informs the assembly that a division is called for and takes a rising vote. The vote may not be questioned after business has intervened.

In taking a vote by division, those voting in the affirmative rise and stand until counted either by the Recording Secretary or by tellers. The negative vote is then taken in the same way. The chair announces the number of votes on each side and declares the result.

Debate and motions are not in order during the verification of a vote. After the verification of a questioned vote by voice, by raising of hands or standing, further verification by ballot or roll-call is in order only by unanimous consent or by a reconsideration of the vote.



**By Voice and Common Consent.**

The vote by voice is the usual method of voting. A vote by the raising of hands is also a common method.

By silent consent many things may be done without the formality of a vote. But if there is one objection, action must follow in the usual way by motion, seconded and voted upon. For instance, the chair may say:

"If there are no objections or corrections, the minutes will stand approved as read." After a short pause he will add, "They are approved."  
Or—

"If there is no objection, the motion will be withdrawn [pause]. There is none. It is so ordered."

**Points About Voting.**

A majority is more than one-half of the members voting. A plurality is the highest number of two or more divisions and only elects by virtue of special rule.

In the absence of a special rule, a two-thirds or a majority vote means two-thirds or a majority of the votes cast. The by-laws, however, may

require a two-thirds or a majority vote of either the members present or of the membership.

When the vote on a motion is a tie, the motion is lost. A tie vote on the question of sustaining the decision of the chair is an exception to this rule; its effect is to sustain the chair.

A member may change his vote before the result is finally announced by the chair, provided, the vote has not been taken by ballot.

A member has the right to be heard after the affirmative vote has been taken, but not after the negative. If this right is demanded and exercised, the affirmative vote must be retaken.

A member can not vote on a question affecting himself alone, but if other members are included in the question all are entitled to vote.

#### **Voting by "Acclamation."**

There is no Parliamentary law provision for voting by "acclamation." The motion "that the candidate be elected by acclamation" is, at best, simply a proposition to fix the method by which a vote shall be taken. The adoption of the motion in question would not have the effect of electing the candidate. Such a motion should be

treated by the presiding officer as if the words "by voice," or "viva voce" had been used instead of "acclamation." Even though the motion is made with the intention of simply fixing the way in which a certain vote shall be taken, it must be remembered that it would be out of order if there were more than one nominee or the special rules of the organization required a ballot vote.

### **Vote by Proxy.**

The right to vote by proxy is controlled by special rule, or, when a society is incorporated, by the statute of the State. In the absence of such regulation proxies may be permitted to vote by unanimous consent. When voting by proxy is permitted a committee should be appointed to receive and report on the proxies. The following form of a proxy blank to be filled in and signed by the member who can not vote in person is suitable in most cases:

I hereby constitute and appoint .....  
..... to vote as my proxy at  
the annual meeting of The Jamestown Twentieth

Century Club, to be held .....  
..... or any adjournment thereof,  
for the election of officers and upon such other  
questions as may properly come before such  
meeting. Signed,  
Dated, ..... [SEAL]

In stock companies — which are organizations incorporated for profit — where shares of stock represent the number of votes to which each stockholder is entitled, the proxies are usually examined and passed upon by a committee before the meeting convenes. The committee's report on the proxies is practically the first business of the meeting. One reason for this proceeding is that in order to establish a quorum a majority of the stock of the organization must be represented either by stockholders or by proxies.

In organizations incorporated not for profit the assembly may delegate power to the proxy committee to report either to the judge of election or to the chairman of tellers; in this case each has power to pass on the validity of the proxies. This is because the proxies do not affect the question of quorum, which is established by the proportion of the membership present.

### Quorum.

A quorum is the number of members of an organization competent to transact business legally. The quorum is usually fixed by special rule. In the absence of a special rule or a constitutional or legal provision, the general principle is that a majority of the members is a quorum. If a quorum is present it is not necessary that all the members should vote.

In Committee of the Whole a quorum is the same as in the assembly.

In the absence of a special rule the quorum of a committee or board of directors is a majority.

A standing or special committee has not the power to reduce its quorum below a majority or to regulate it in any way. Only the organization itself has such power.

After the "question of quorum" has been raised and it is found that no quorum is present, the only motions in order are to adjourn and to fix the time or place to which to adjourn.

## CHAPTER V.

**ELECTIONS.**

The election of officers at an annual meeting may be conducted in any one of several ways. Nominations and election may take place the same day, or the nominations may have been made at an earlier meeting in accordance with a provision in the by-laws, and one or more tickets prepared. Officers and directors may all be voted for at one time, or the officers may be elected first and the directors afterward, or each officer may be elected separately. This last method consumes much time and is not to be commended where the vote is large, unless it should be considered advantageous to provide the opportunity

to elect a candidate to an inferior office after he had been defeated for a higher one.

In some organizations a board of directors, managers or trustees is elected at the annual meeting and at the first succeeding meeting of the board the officers are elected by the board from its membership.

Every organization should provide special and precise rules for the management of its elections. Strict observance of these rules will insure uniformity of method and a smooth working of the election machinery.

#### **Appointment of Tellers.**

Unless a special rule or precedent forbids, the president should notify those whom he intends to appoint as tellers in advance of the annual meeting, in order that they may be prepared to act. Unless, however, the president has been given authority to appoint in advance, the actual appointment must be at the meeting, and if the assembly desires to make any change in the appointments, it is competent to act. Tellers should be selected with special reference to their ability

and experience. They should be familiar with the usual method of doing the work to which they are assigned.

### **Tellers' Report.**

The form of the tellers' report on a ballot for president, when a majority vote is required to elect, is as follows :

|                                   |     |
|-----------------------------------|-----|
| Total number of ballots cast..... | 150 |
| Number of legal ballots.....      | 146 |
| Number necessary to elect.....    | 74  |
| Mr. Adams received.....           | 102 |
| Mr. Howe received.....            | 38  |
| Mr. Morse received.....           | 6   |

The report for all other officers is treated in the same manner. The presiding officer, and not the chairman of the tellers, declares the successful candidate elected.

When candidates for all offices are voted for on one ticket, the presiding officer may declare the election after the report on each office or he may do so after the tellers have reported in full.



The following is a common form:

“Mr. Adams, having received a majority of the votes cast for president, is declared elected.”

Where a plurality vote is required to elect the form is as follows:

|                                   |     |
|-----------------------------------|-----|
| Total number of ballots cast..... | 150 |
| Number of legal ballots.....      | 146 |
| Mr Adams received.....            | 70  |
| Mr Howe received.....             | 42  |
| Mr. Morse received.....           | 24  |
| Mr. Kane received.....            | 10  |

It will be noticed in the foregoing illustration that if a majority vote had been required Mr. Adams would not have been elected, although he received the highest number of votes.

When a candidate fails to receive the necessary number of votes to elect, the chair so states it to the assembly and the vote must be retaken.

Where several persons are to be elected for the same position [as in the case of a committee or delegates] the voter should be careful not to place more names on his ballot than there are places to fill, for if this is done it, of course, vitiates his ballot.

**Making a Vote Unanimous.**

The practice of moving to make a ballot vote unanimous when the vote was not unanimous is not a recognized Parliamentary procedure. When a ballot vote is required, a vote by voice on the motion that the ballot vote be declared unanimous does not make it unanimous. It simply shows the attitude of the defeated candidate or candidates.

It sometimes happens, when a candidate fails of election by a few votes only, that a candidate with a still smaller number of votes offers to turn over his votes with the idea of thus perfecting the election. This action does not affect the election, if the rules require a majority vote. Neither does the withdrawal of the second candidate. It is necessary to take another vote. The general proposition is that no candidate can have more votes than are cast for him.

When the tellers are able to decide upon the person for whom the voter intended to vote, such vote should be counted regardless of inaccuracies in writing.

When a ballot contains the name of a member who had not been nominated, the ballot is

not affected and the person so voted for shall be credited with the vote in the tellers' report. If by any chance a member who has not been nominated should receive a sufficient number of votes to elect, the election is legal.

**"Appointment" and "Election."**

Frequent misuse of the words "appointed" and "elected" indicates that the distinction between them is not generally understood. In one sense they are synonymous, since, broadly speaking, officers elected are appointed by the assembly. But in general an appointment is the designation of one or more persons to a specified place or duty by a limited number of persons in authority, whereas an election is the action of the entire organization. Thus the assembly elects its president, while the president appoints tellers of election, and a board of directors is elected, but appoints its own special committees.

### Form of Ticket.

The following form of ticket is an approved form that is used when there are two tickets in the field:

| Official Ticket.   | Members' Ticket.   |
|--|--|
| <b>President.</b><br><input type="checkbox"/> John Adams.<br><input type="checkbox"/>                | <b>President.</b><br><input type="checkbox"/> Mary Quincy.<br><input type="checkbox"/>                 |
| <b>First Vice-President.</b><br><input type="checkbox"/> Jane Jefferson.<br><input type="checkbox"/> | <b>First Vice-President.</b><br><input type="checkbox"/> Robert Morris.<br><input type="checkbox"/>    |
| <b>Recording Secretary.</b><br><input type="checkbox"/> John Whitney.<br><input type="checkbox"/>    | <b>Recording Secretary.</b><br><input type="checkbox"/> Catherine Voorhes.<br><input type="checkbox"/> |

This form is so simple that the voter can not go astray in indicating his choice of candidates. All that is necessary is for him to place a cross in the square opposite and to the left of the name of the person for whom he wishes to vote. If he desires to vote for a person whose name does not appear on the ticket, he should write the name in the blank space under the office which he wishes his choice to fill, and then put a cross in the square opposite and to the left of the name so written in. No scratching is necessary.

The naming of the tickets "Official" and "Members" is purely arbitrary. They may be called "First" and "Second" or by any other titles according to provisions in the by-laws, or according to the choice of the parties putting the tickets in nomination.

Of course, there may be only one ticket or there may be several. The slight changes necessary in either case are evident at a glance, and the method of marking is exactly the same. The foregoing form, it will be noticed, provides for but three elective offices. In case there are more officers to be elected, the form is extended.

This form of ticket is a slight modification of the form used in the Australian ballot system

which obtains in many organizations, especially in those where the membership is large and many votes are cast. To change the foregoing ticket into an Australian ballot system ticket only one addition is necessary. This is the insertion of circles at the left of the words "Official Ticket" and "Members' Ticket." Then, if the voter desires to vote either ticket straight [i. e., to cast a vote for every candidate on the ticket without change], he puts a cross in the circle at the head of the ticket and puts no other mark on the ballot. If he desires to vote for candidates on both tickets [or for candidates on each of several tickets] or to vote for a person whose name does not appear on any ticket, he pays no attention to the circles and places his marks as directed in connection with the foregoing approved form.

## CHAPTER VI.

---

# COMMITTEES AND THEIR WORK.

---

### **Creating a Special Committee.**

The nomination of committees from the floor, by a committee or by the chair, is followed by a vote by voice or by ballot. Whenever there are more nominees than there are places to be filled the fairer practice is to take the vote by ballot, that all nominees may be voted upon simultaneously. But if the "aye" and "no" method is used, the names of nominees are voted upon in the order of presentation until a necessary number receive a majority vote. When the chair appoints the committee he names the specified number of members and no vote is taken.

The motion to refer the matter to a special committee may contain the names of the proposed members as follows: "I move the question [stating it] be referred to a committee of three, to consist of Mr. Holden, Mr. Brown and Mr. Ames." These names may, of course, be changed by amendment.

When, from the nature of the business, a special committee is required to meet while the assembly is in session, the transaction of business by the assembly is not interrupted. But, if members appointed on such a committee do not wish to be absent from the meeting of the assembly, they may decline the appointment.

#### **Composition of Committee.**

When a committee is appointed for deliberation or investigation, it should be composed of members representing all the different interests involved in order that the question may receive full and careful consideration from every aspect. If, on the other hand, the assembly has decided upon a certain course and then places the matter in the hands of a committee for management in detail, the committee should be composed of only



those who are in sympathy with the project and will work harmoniously for its perfection.

The member who makes the motion to refer a pending question to a committee is frequently named first by the president in appointing the committee, but there is no law requiring the president to name him at all. Neither is the president required to name first, or even at all, the member who offered the resolution about to be referred.

Members appointed to serve on a committee who do not intend to accept the position should decline at the time of appointment.

### **In a Special Committee.**

Provided the chairman of a special committee has not been chosen by the assembly, the member first named on the committee shall act in that capacity unless at its first meeting the committee elects another chairman. This the committee is competent to do by a vote of a majority of its members. The choice of a chairman, however, must be made from the membership of the committee.

In case the chairman of a committee neglects or refuses to call a meeting of the committee any two members may do so by written notice to each member.

### **Committee Must Meet.**

A committee must actually meet in order to transact business. A quorum must be present and the decision reached must be by a vote of the majority. A majority of the committee is the committee, therefore the report agreed upon by the majority is the report of the committee.

While there is less formality in the conduct of business in a committee than in the assembly, the same general rules are observed when they are applicable. It is the duty of the chairman to see that the business referred to the committee is properly presented and considered, to preside at all meetings, and to prepare the report to be presented to the assembly. He should also present the report unless by action of the committee another member of the committee is chosen to present it. At the first meeting of a committee a secretary should be elected and minutes of the meetings should be kept for the use and con-

venience of the committee. Although the business to be transacted may seem to be of little importance, it is always advisable to keep a record.

### **Action in Committee.**

When a committee originates a document—a constitution and by-laws or resolutions, for instance—the method of procedure in the committee meeting is the same as it would be under similar circumstances in the assembly. After hearing the document in full, a motion is made that it be adopted. It is then considered in detail, section by section. Amendments to each section are voted upon, but not the separate sections or paragraphs as amended. When through with one section the next is taken up and so on until all have been considered singly. At this point the document should be read to the members as amended and further amendments to any section are now in order. When the document is completed it is voted upon as a whole.

If there is a preamble, it is considered and acted upon after the rest of the document has been agreed to.

**Power of Committee.**

When a resolution or paper is referred to a committee, the committee, unless given power to act, has no power to vote upon it directly. It may recommend to the assembly that the resolution be adopted with or without amendments, but it does not vote on the adoption of the resolution. The document is first read in full and then considered by sections or paragraphs. The committee votes upon all amendments that it originates and upon agreeing to the report or recommendations to the assembly. The document referred to a committee must be returned to the assembly as it was received, and a separate document complete in itself must contain the recommendations of the committee.

**Action by the Assembly on Reports.**

When the report of a committee contains recommendations it should close with resolutions covering the recommendations.

After a report has been received it becomes subject to the action of the assembly. A motion

for its disposition should follow immediately, and this should be in keeping with the character of the report. This motion should be made by the reporting member. If the report terminates with a resolution embodying the recommendations of the committee, the proper motion to be made is to adopt the report. It is then before the assembly for rejection, modification or any other action the same as if presented by an individual. When the report contains merely an expression of opinion by the committee, or a statement of facts, the motion to accept is the one best suited. It must be remembered, however, that the motions to adopt and to accept are in effect identical, and when either prevails the effect is to make the acts of the committee binding on the part of the assembly.

Generally speaking, the assembly has the power to amend any report of a committee. Where, however, the report of a committee contains a statement of facts, amendment as to the facts would seem to be out of place, unless it should appear that statements in the report are palpably false or mistaken. In case the assembly does amend a statement of facts — for instance, the report of a Board of Managers or of any

standing committee — the minutes should clearly show both the original report and the amendments. In fact, while reported resolutions and recommendations may be freely amended, the report itself must be kept entire, as the committee can be made to say only exactly what it did say.

It was the practice at one time for the presiding officer of a legislative body to always put the question, "Shall the report be received," to the assembly. It was then read or not as the majority decided. It was likewise the practice to put the question of consideration on all resolutions to the assembly as soon as stated. Now the consideration of a resolution follows without action unless the question of consideration is raised from the floor. And so it is with a report. That it is to be received is taken for granted and no action is required. The mistake of moving that a report be received is obvious. It is received when it is read.

#### **When Wholly Original.**

When a committee reports a document which it has wholly created — a constitution and by-laws, or a club program, for instance — action

is taken as follows: The report is read either by the chairman or some other member of the committee or the recording secretary of the assembly. The reporting member, or the member in charge of the report, moves its adoption, which is seconded and stated by the chair, who then orders the first section or paragraph read. Each section is treated as a main motion and is subject to amendment. If amendments are offered they are voted upon, but a vote is not taken on the separate sections as amended. After considering each section separately, the document is read to the assembly as amended, when additional amendments to any part of it are in order. This will explain the reason why the sections are not adopted singly, for in order to make amendment at this point it would be necessary to first reconsider the vote on the section desired to be amended. When the document as a whole satisfies the assembly, a vote is taken on its adoption.

#### **Amendment to Constitution.**

When a committee reports amendments to the constitution or by-laws under which the organization is operating, the foregoing method of

procedure may be employed; but where it is the custom to have the amendments printed and sent to each member of the organization, the following method is in order:

The reading of the document as a whole is omitted. The chair directs that the first section be read, after which a member moves the adoption of the section. The section then stands as a main motion and after amendment [if any] a vote is taken on its adoption. In this case a vote is not taken on the report as a whole, and a motion that the by-laws as amended be adopted is not required.

#### **Action on Minority Report.**

When a minority report is presented the action is as follows: The reporting member of the committee, or the recording secretary, reads the report of the committee and moves its adoption; or, as in all cases where a committee reports simply a resolution, the motion may be that the resolution reported by the committee be adopted. This motion is seconded and stated by the chair. At this point the member representing the minor-



ity secures the floor and states his desire to present the views of the minority. The presiding officer then says: "If there are no objections, the views of the minority will be received. [Pauses.] There are none. The member will proceed."

If objection is raised, the views of the minority may be heard if a motion to that effect is carried by a majority vote.

The report of the minority [or strictly speaking the views of the minority] is then read and the minority member makes the following motion: "I move the report of the minority be substituted for the report of the committee" or "the resolution reported by the committee." After this motion is stated by the chair, the relation of the report of the minority to the report of the committee is the same as that of an amendment of the first degree to a main motion. It is in reality a substitute motion, and the rules governing action on a minority report are the same as those by which an amendment of the first degree is governed.

In case the committee reports back a substitute motion for a resolution referred to it, the status of the resolution reported by the minority

is that of an amendment of the second degree or a substitute amendment.

### **Action on Report.**

When a committee reports a resolution referred to it and recommends that it be adopted, the question is on the adoption of the resolution. This is also the form when the recommendation is to the effect that the resolution be not adopted. When an amendment is recommended, the question is on the amendment and then, as in all other cases, on the resolution as amended or in its original form.

When a committee reports back a substitute resolution, it is subject to all the rules governing a substitute motion. If amendments were pending when the question was referred to the committee, action on the substitute motion reported by the committee can be taken only after the pending amendments are disposed of. In the foregoing case, after the report of the committee is read the presiding officer states that the question is on the amendments, and when these are voted upon and the point is reached where the resolution is the only question before the assem-

bly, a motion that the substitute resolution reported by the committee be adopted is in order.

If, however, the committee report a modified resolution, the action is less complicated, as the modified resolution comes directly before the assembly at once to be considered and voted upon. If the vote on the question of adopting the modified resolution is adopted, the whole question is disposed of. If it is lost, then the question recurs to the amendments [if any] that were pending at the time of commitment. Either of the foregoing methods is in order, but the preference is decidedly in favor of the latter.

### **Reports of Committees and Their Form.**

The majority of a committee is the committee and therefore the report of the majority is the report of the committee. The views of the minority may be embodied in a report and presented by permission of the assembly. This should not be refused.

The report should be signed by all members of the committee who agree to it, provided they

were present when action was taken. The signature of the chairman should appear first.

A report may, however, be signed by the chairman alone, in which case "By order of the committee" should be added to his signature.

### **Committee Report.**

The form of reports necessarily varies according to the nature of the matter referred and the action taken by the committee. The following is a common form:

Your committee to which was referred the resolution, "That we establish a free kindergarten," has given the question careful consideration in every detail and recommends the adoption of the resolution modified as follows:

Resolved, That we establish a free kindergarten and that \$500 be appropriated to carry out the project. Respectfully submitted,

RICHARD MOORE, *Chairman*,  
MARY WHITNEY,  
EDWARD FORREST.

### **Minority Report.**

The undersigned, a minority of the committee to which was referred the resolution, "That we

establish a free kindergarten," have given the question careful consideration in every detail and, being unable to concur in the committee's report, beg leave to report the resolution modified as follows and recommend its adoption:

Resolved, That we establish a free kindergarten for a term of five years, after which time it shall be self-supporting, and that \$500 be raised by individual assessment to carry out this project.

Respectfully submitted,

JAMES GRAY,

KATHERINE SIMMS.

### **Committee of the Whole.**

The Committee of the Whole, having considered the resolution [stating it] recommend its adoption. Or, recommend its adoption in the following modified form: Resolved, etc. Or, recommend that it be referred to a committee.

### **Credential Committee.**

The report of a credential committee should contain a list of members having proper credentials. Doubtful or contested cases are also reported with recommendations for the action of the assembly.

CHAPTER VII.  

---

**RULES GOVERNING DEBATE.**

Debate is for the purpose of enabling the assembly to ascertain the wishes of its members concerning the pending question. Every member should feel his responsibility and do his part in order that a full understanding of the question may be reached by the assembly. Every member, therefore, who has an idea to advance should set it forth clearly and concisely and then sit down. It should be remembered that the time to advance an idea is during debate and while the question is pending, not after the meeting is over and final action has been taken.

Debate, to be advantageous to an assembly, must be orderly. Although it is the duty of the presiding officer to maintain order, there should be little necessity in an intelligent assembly for the exercise of that power. The assembly itself

should maintain its own order by observing certain well-defined rules. These may be briefly outlined as follows:

**When Debate Is in Order.**

After a motion has been stated by the chair it becomes the question before the assembly. It is then open to debate and not before.

There are four reasons why a member has not the right to speak to a motion until it is stated by the chair:

1. There is no question before the assembly to be discussed.
2. The resolution or motion when made may not be in order.
3. If in order, it may not be debatable.
4. If in order and debatable, the assembly may not choose to discuss it, but to dispose of it in some other way.

The privilege of making preliminary remarks may, however, be extended to the maker of the motion by common consent.

After a motion has been stated, it is customary and profitable to accord to the mover of it the first opportunity to speak.

**Ethics of Debate.**

A member wishing to discuss the merits of the question must first rise, address the chair and receive recognition. His remarks should be addressed to the chair and restricted to the subject of debate, which is the question directly before the assembly. He should avoid all personalities, remembering that abstract propositions are being dealt with rather than individuals. The use of names should be avoided. Reference to the officers may be made by their titles and to the members as "the member who has just spoken," or, "the member on my right."

**"Objectionable Words."**

Members may be held accountable for objectionable words used in debate. To question or impugn the motives of a member, or to cast any reflection on an act of the assembly, are matters of this class. The manner of procedure in such a case is as follows:

The member speaking is immediately interrupted by another member who addresses the chair and asks that the objectionable words be reduced to writing by the recording secretary.



The presiding officer orders this done, requesting the member who has made use of the objectionable words to repeat them, or they may be given by the member who objects. The words in question are then read to the assembly and if the offending member denies having used the words, the assembly at once decides by a vote whether they are his words or not. Upon his admission that the words are his or upon an affirmative decision of the assembly to that effect, the member is given an opportunity at once to justify them or to apologize. In case his explanation or apology is not satisfactory, the assembly takes further action.

Objectionable words must be reduced to writing as soon as they are spoken. If the member be allowed to finish his remarks or any business intervenes, it is then too late to hold him responsible.

**Yielding the Floor.**

A member speaking may temporarily yield the floor and yet retain the right to regain it to finish his remarks, providing his yielding is officially recognized by the chair. Upon the request of a

member the chair says, "Will the member yield the floor for the purpose of — [states purpose]." The chair, as soon as the interrupting business is finished, will give the floor to the member yielding; he need not ask for recognition.

The calling of "question" is disorderly and only means that the member is ready to have the question put to vote. It is not a parliamentary motion.

A member who has risen and remained standing while another member is speaking has no especial claim to recognition and the chair should recognize any one else who rises after the speaker yields the floor.

As a general rule, all motions are debatable; the exceptions to this rule are based upon the necessity for immediate action on certain motions in order to facilitate business.

#### **Right to Debate.**

Each member has the right to speak once to a debatable question. Speaking a second time to the same question is not allowable if a member who has not spoken claims the floor. The opportunity for further speaking then becomes a courtesy which must be granted by the assembly.

The member who has introduced a resolution is entitled to close debate, provided all who desire to discuss the question have spoken. This rule applies also to the member who presents a committee report.

While the propriety of the presiding officer of the assembly taking part in debate is an open question, the chairman of a committee may talk with perfect freedom.

A member who has exhausted his right to speak to the main motion may, if amendments are offered, speak to each in turn, as well as to any other debatable motion that may be offered, as each presents a new question. Giving information and debating a question are not the same thing; one may give information without its affecting his right to speak to the question.

### **Debate May Be Resumed.**

Even after the affirmative vote on a question has been taken [when the vote is not by roll-call], and before the negative vote is taken, it is in order for a member to resume debate or to offer any motion that would have been in order before the affirmative vote was taken.

While a member may vote against his own motion and also offer amendments to it, he can not talk against it. In case his views become changed, however, he may announce his change of attitude.

## CHAPTER VIII.

---

### CONCERNING OFFICERS.

#### **Presiding Officer.**

The presiding officer of an organization is known by various titles, such as President [Mr. or Madam], Speaker, Regent, Moderator and Chairman. Whatever his title may be, he is the head of the assembly and upon him falls the direct responsibility of its management.

The duties of the presiding officer may be outlined as follows:

- To call the meeting to order at the appointed time;

- To ascertain the presence of a quorum;

- To announce the business in the order set forth in the rules;

- To state all motions regularly made;

- To take and to announce the result of all votes;

To preserve order and decorum in debate;

To decide points of order;

To recognize the member who is entitled to the floor;

To enforce the rules of the assembly which come within his province. In general it is the duty of the presiding officer to see that all business is presented and conducted in proper order. He should stand when stating a question and putting it to vote. When stating his rulings or referring to himself he should say "the chair." When speaking of himself in his official capacity outside the meeting he may say "your president."

#### **Attitude of the Chair.**

He is also expected to answer all parliamentary inquiries and questions of general information, provided they are pertinent to pending business. In case of his inability to answer a question, he may call upon some member in the assembly whom he thinks is competent. He has the right to take part in the debate, but the propriety of taking advantage of this right is always in question. His position will be strengthened if he conceals from the assembly his attitude on all questions. But if he does join in the debate he

must first appoint some one to take the chair. Giving information to the assembly is not debate.

When for any reason the presiding officer wishes to leave the chair, he may appoint some one to take his place. The president of an organization should ask the first vice-president to assume the duties of chairman, and in his absence the second vice-president.

The president or presiding officer, when a member of the organization, may vote if he desires, but he is not required to vote. If he choose to exercise his right to vote—unless the vote is by ballot—this action would be subject, in a measure, to the same criticism as if he took part in debate. When a vote is taken by roll-call, the name of the president is called last.

When the presiding officer is the direct object of a motion, he may call upon the recording secretary or the member who made the motion to put it to vote. The president is never ex-officio a member of a committee unless there is a special rule providing for such membership.

When an assembly becomes disorderly to such a degree that the transaction of business is impossible the chair may declare the meeting adjourned.

**Chairman Pro Tem.**

In the absence of the president and vice-presidents the assembly elects a chairman pro tem., the recording secretary having called the meeting to order. A chairman so elected serves until the close of the meeting, but not at a future meeting unless reelected.

**Recording Secretary.**

The duties of the recording secretary and the nature of the records of the proceedings of a meeting vary according to the organization. While the president is the head of the organization the recording secretary is its right hand and there is no parliamentary provision for offices other than these. Vice-presidents perform the duties of the president in the latter's absence, and in small organizations the recording secretary sometimes has charge of the funds in addition to conducting the correspondence, sending out notices and keeping the minutes. The recording secretary has all the rights and privileges of other members. He may make motions, debate questions, and vote, yet his duties are usually such



that to take an active part in the business of the meeting would interfere with his work. He should never take advantage of his position on the platform to secure recognition at the expense of a member on the floor.

### **Duties in General.**

In general the duties of the recording secretary are as follows:

To have ready for the use of the president an order of business for the day.

To read all resolutions, communications or other documents demanded by the assembly.

To call the roll whenever the yeas and nays are ordered. In small societies he usually counts the members when a rising vote is taken; in large meetings tellers are appointed for this purpose.

To preserve all documents and papers which belong to the assembly.

To notify the chairman of each committee of his appointment and to furnish him with a list of its members. He also delivers to the chairmen of committees all papers and documents concerning the matter referred.

To authenticate by his signature the warrants on the treasurer and all other papers requiring the indorsement of the organization.

To keep a record of all meetings. He should stand when reading the minutes and communications, and whenever he addresses the assembly.

In the absence of the president and vice-presidents to call the meeting to order and to preside during the election of a temporary chairman.

When there is but one secretary he also conducts the correspondence of the organization. Where there are two, the duties of each should be defined in the by-laws.

The minutes must be signed by the secretary or the person acting in his place, and, when approved, the date of approval with the signature of the secretary or the secretary pro tem. should be placed below the first signature.

In the absence of a special rule the secretary makes no record of the debate and he never, under any circumstances whatever, enters his own opinion or any criticism as to the proceedings of the meeting.

While the name of the member who offers a motion must be entered on the minutes, the name

of the seconder is recorded or not, according to the rules of the organization.

**Inspection of Minutes.**

The minutes and all documents that have come before a deliberative assembly are in the custody of the recording secretary. They are, however, open to inspection by the members. In this connection it must be remembered that there are certain limitations. For instance, the minutes of a board of managers, trustees or directors are open to the members of that body alone. This rule applies also to the minutes of any committee. The record of the proceedings in Committee of the Whole are not entered on the minutes, but the report of the Committee of the Whole is entered.

**Method of Keeping Minutes.**

The method of keeping the minutes that gives the greatest satisfaction to all concerned is to enter in the minutes all reports in full and communications upon which action is taken. This does away with the filing of documents in a large measure, and the record of the proceedings of the organization is complete in itself.

Another method is for the secretary to enter a summary of all reports and communications in the minutes and file the original documents; or, the reports may be simply referred to by title and then filed. If, however, a report contains resolutions, these must be entered in full on the minutes.

As the duties of the recording secretary vary in different organizations, so do the minutes as to their contents. The following is an outline as to what is essential in the minutes:

Kind of meeting.

Name of organization.

Date.

Hour.

Place.

Occupant of the chair.

In the absence of secretary, the name of the secretary pro tem.

Action taken on the minutes of a previous meeting.

Names of members present when required.

This should be followed by a record of all that results in parliamentary action, with suffi-

cient reference to the subject matter to make the minutes self-explanatory.

A motion to expunge from the minutes what has been correctly entered should never be entertained. It is not an honest parliamentary method.

Where an organization holds regular business meetings and regular literary meetings, the minutes of a meeting are read at the next regular meeting of the same class.

When a permanent organization holds no meetings for several months after the annual meeting, it is advisable that the minutes should be referred to a committee for approval. The minutes of a convention lasting several days are read each day for approval.

### **The Treasurer.**

The work of the treasurer varies according to the needs of the organization. In general he is the custodian of the funds.

He pays all bills upon order of the organization. In a permanent organization where there is an auditing committee the bills are usually, by special rule, audited by the committee and war-

rants are then issued by the recording secretary and countersigned by the president.

He makes such reports to the organization and the board of directors as are called for in the by-laws. Reports to the board usually contain an itemized account of all receipts and expenditures; to the organization a summary of receipts and expenditures. The latter report should contain the following:

Balance on hand at the commencement of the year, quarter or month.

Receipts.

Expenditures.

Balance on hand.

#### **Action on Report.**

In a society where there is a treasurer and an auditing committee the action upon their reports is as follows:

After the reading of the treasurer's report a motion is adopted to refer the report to the auditing committee, unless the rules of the society require it to be referred to the auditing committee, in which case, without any motion, the chair announces that the report is referred to the auditing

committee. The auditing committee examines the treasurer's books and vouchers. It then reports to the assembly that it has examined the treasurer's books and vouchers, that his accounts have been found correct, and that the balance on hand is [stating the amount]. Upon motion the report is adopted. The treasurer's report itself is not adopted; the adoption of the report of the auditing committee is its equivalent.

In some societies the accounts of the treasurer are examined by the auditing committee before the meeting at which they both report. In this case the report of the auditing committee should follow immediately the report of the treasurer.

The report of the auditing committee should be attached to the report of the treasurer or, if not so attached, the signatures of the auditing committee should appear on the report itself, together with the statement that it is approved. In the latter case the report of the committee is recorded in full.

CHAPTER IX.  

---

**HOW MOTIONS ARE MADE,  
STATED AND PUT.**

The first requisite on the part of a member to the right to make a motion is to get the floor. To do this the member must rise, address the presiding officer and receive recognition. The better practice is for the member after addressing the chair to give his name. For instance: "Mr. President, Mr. Adams." In all meetings the name of the member who offers a motion must be made known sooner or later in order that the secretary may complete his minutes; it is also well for the assembly to know who has the floor. This being the case it is easier and more satisfactory for the member to begin by giving his name.

**Motions in Writing.**

All main motions, amendments, and any motion that is complicated should be in writing.



Motions on routine business are an exception. These may be required by the presiding officer. In some organizations all motions are required to be in writing, but this is not the general custom.

After being recognized the member has the right to proceed and so long as what he does is in parliamentary order the floor can not be taken from him. As soon as the member has made his motion he should sit down. Another member seconds the motion. Concerning the seconding of a motion there are various customs.

### **Seconding a Motion.**

For instance, if the recording secretary is required to enter in the minutes the name of the person who seconds the motion, it then becomes necessary for the seconding member to address the chair and give his name. On the other hand, if the recording of the seconder's name is not required, it is sufficient for the member to simply rise, address the chair, and, not waiting for recognition, say: "I second the motion." The foregoing statements concerning the making and seconding of a motion apply to all motions, whether main motions by which subjects are

introduced or minor motion for their subsequent disposition. It is also necessary for a person who wishes to speak to the question to secure the floor by the same process as if presenting a motion.

### **Stating a Motion.**

As soon as a motion is seconded the chairman states it by rising and saying: "It is moved and seconded," etc. [repeating the motion]. The motion then becomes the property of the assembly and each member has an equal share in it. Until a motion is stated by the chair it belongs exclusively to the maker and seconder, and may be withdrawn at their pleasure. After a motion is stated and belongs to the assembly it may not be withdrawn without its consent. The chair is the medium through which the private property of the individual becomes the public property of the assembly. After a motion is stated by the chair it is spoken of as the "pending motion" or the "question before the house."

### **Putting the Question.**

The time when a debatable motion shall be put to vote depends entirely upon the assembly,

the chair possessing no right to put it to vote at his pleasure. When discussion lags he may ask: "Are you ready for the question?" or, "Is there any further discussion?" There being none, he puts the question to the assembly while standing. The form is:

"The question is upon the motion [repeats the motion]. All in favor will say aye; all opposed will say no. The ayes have it. The motion is carried," or, "The resolution is adopted."

It seems hardly necessary to add that the taking of the negative vote is quite as essential as the taking of the one in the affirmative. Each member has a right to vote as he pleases, and it may be his pleasure to vote in the negative, although the affirmative vote was practically unanimous.

Herewith are given the forms of motions used in the transaction of the business of a deliberative assembly. The first three illustrations show the parliamentary procedure in full. The student will notice that these forms are in certain particulars a model for the form of all motions.

It is not insisted that the forms as here given must be followed literally. Usage differs considerably, and there is no standard of authority.

Those given here are as frequently used as any and are quite as correct.

### **Resolution and Amendment.**

Mr. Ward rises and addresses the chair thus:

Mr. Ward — Mr. President, Mr. Ward.

President — Mr. Ward.

Mr. Ward — I move the adoption of the following resolution:

Whereas, The only playground known to the children in certain districts in the City of Blank is the street, and

Whereas, Children who have no other playground are exposed to many moral and physical dangers, and

Whereas, It is possible to provide wholesome occupation and amusement during the summer months for these children by establishing a school and playground for them, be it

Resolved, To establish and maintain a vacation school and a playground, and that one thousand dollars be raised for that purpose.

Mr. Black — Mr. President, Mr. Black; I second the motion.

President — It is moved and seconded to adopt the following resolution [the president then reads the resolution or asks the recording secretary to do so]. Are you ready for the question? [The resolution is now before the assembly for consideration. Debate, if any.]

Mr. Adams — Mr. President, Mr. Adams.

President — Mr. Adams.

Mr. Adams — I move to amend the resolution by substituting "fifteen hundred dollars" for "one thousand dollars."

Mr. Hunt — Mr. President, Mr. Hunt; I second the motion [or the amendment].

President — It is moved and seconded to amend the resolution by substituting "fifteen hundred dollars" for "one thousand dollars." Are you ready for the question? [Debate, if any.] All in favor of the amendment [repeats it if there has been debate] will say aye. All opposed will say no. The ayes have it. The amendment is carried. The question is now upon the adoption of the resolution as amended: "Resolved, That The Jamestown Twentieth Century Club establish and maintain a vacation school and a playground, and that fifteen hundred dollars be raised for the purpose." Are you ready

for the question? [Debate, if any.] All in favor will say aye. All opposed will say no. The ayes have it. The resolution as amended is adopted.

It is not necessary that a resolution should be preceded by the "whereas" form, that part of it being merely the member's reasons for offering the resolution which could be given later in debate.

### **Main Motion and Amendments.**

Mrs. Page — Madam President, Mrs. Page.  
President — Mrs. Page.

Mrs. Page — I move that one hundred dollars be appropriated for a traveling library.

Mrs. Bond — Madam President, Mrs. Bond;  
I second the motion.

President — It is moved and seconded that one hundred dollars be appropriated for a traveling library. [Debate, if any.]

Mrs. Shaw — Madam President, Mrs. Shaw.  
President — Mrs. Shaw.

Mrs. Shaw — I move to amend the motion by adding the words "of Revolutionary War books."

Mrs. Hale — Madam President, Mrs. Hale;  
I second the motion.

President—It is moved and seconded to amend the motion by adding the words “of Revolutionary War books.” [Debate, if any.]

Mrs. Gale—Madam President, Mrs. Gale.

President—Mrs. Gale.

Mrs. Gale—I move to amend the motion by striking out “one hundred dollars” and substituting “fifty dollars.”

President—The Chair must rule the amendment out of order at the present time as there is an amendment to the main motion pending.

Mrs. Holt—Madam President, Mrs. Holt.

President—Mrs. Holt.

Mrs. Holt—I move to amend the amendment by adding the words “and works of fiction.”

Mrs. Smith—Madam President, Mrs. Smith; I second the amendment.

President—It is moved and seconded to amend the amendment by adding the words “and works of fiction.” Are there any remarks? All in favor will say aye. All opposed will say no. The noes have it. The amendment is lost. The question is now upon the amendment to add the words “of Revolutionary War books.” Are you ready for the question? [Debate, if any.] All in favor will say aye. All opposed will say

no. The ayes have it. The amendment is carried. The question is now upon the motion as amended that one hundred dollars be appropriated for a traveling library of Revolutionary War books. Are you ready for the question? [Debate, if any.]

Mrs. Gale — Madam President, Mrs. Gale.

President — Mrs. Gale.

Mrs. Gale — I move to amend the motion by striking out "one hundred dollars," and inserting "fifty dollars."

Mrs. Morse—Madam President, Mrs. Morse; I second the motion.

President — It is moved and seconded to amend the motion by striking out "one hundred dollars" and inserting "fifty dollars." Are there any remarks? All in favor of the amendment will say aye. All opposed will say no. The ayes have it. The amendment is carried.

The question is now upon the adoption of the motion as amended. Are you ready for the question? [Debate, if any.] All in favor say aye. All opposed say no. The ayes have it. The motion as amended is adopted.

It will be seen by the foregoing that Mrs. Gale's amendment was out of order when first



offered, because it was of equal grade with the one pending, but after that one and the one of the first degree were voted upon it was in order.

### **Substitute Motion.**

Mr. Clark — Mr. President, Mr. Clark.

President — Mr. Clark.

Mr. Clark — I move the adoption of the following resolution:

Resolved, That we establish a reference library, and each member of the club be required to contribute two books.

The resolution is seconded and stated by the chair.

Mr. Parker — Mr. President, Mr. Parker.

President — Mr. Parker.

Mr. Parker — I move as a substitute resolution the following:

Resolved, That we establish a library of works of fiction and reference books, and three hundred dollars shall be appropriated from the club treasury for the purpose.

The substitute is seconded.

President — It is moved and seconded as a substitute resolution "That we establish a library

of works of fiction and reference books, and three hundred dollars shall be appropriated from the club treasury for the purpose." Are you ready for the question. [Debate, if any.]

Mrs. Adams — Mr. President, Mrs. Adams; I move to amend the substitute resolution [or the amendment] by striking out "three hundred dollars" and inserting "two hundred dollars."

The amendment is seconded.

President — It is moved and seconded to amend the substitute resolution by striking out "three hundred dollars" and inserting "two hundred dollars." Are there any remarks? All in favor of the amendment will say aye. All opposed will say no. The ayes have it. The amendment is carried. The question is now upon the substitution of the substitute resolution [or amendment], as amended, for the main motion. Are there any further remarks? All in favor say aye. All opposed will say no. The ayes have it. It is carried. The question is now upon the adoption of the substitute resolution, as amended. [States it.] Are there any remarks? All in favor will say aye. All opposed will say no. The ayes have it. The resolution as amended is adopted.

### **To Lay on the Table.**

A resolution is pending as follows: "To place a drinking fountain in Jackson Park."

A member secures the floor and says:

I move to lay the question on the table.  
[Seconded.]

President — It is moved and seconded to lay the question on the table. All in favor will say aye. All opposed will say no. The noes have it. The motion is lost, and the resolution is still before you. Or, the ayes have it. The motion is carried. What is the further pleasure of the meeting?

The resolution in the foregoing illustration has been presented and an amendment is pending as follows: "To add the words 'to cost not more than fifty dollars.'" A member secures the floor and says: "I move to lay the question on the table." [Seconded.] It is voted upon and carried. After some business has intervened and when no business is pending a member secures the floor and says: "I move to take from the table the question relating to the placing of a drinking fountain in Jackson Park." [Seconded.]

President — It is moved and seconded to take from the table the question of placing a drinking fountain in Jackson Park. All in favor will say aye. All opposed will say no. The ayes have it. The motion is carried. The question is upon the amendment to add the words "to cost not more than fifty dollars." Are you ready for the question? [Debate, if any.] The vote is taken upon the amendment and then upon the resolution.

### **To Postpone to a Definite Time.**

A resolution is before the assembly either with or without amendments or the motion to refer to a committee:

Mr. Hale — Mr. President, I move that the further consideration of this question be made a special order of business for our next regular business meeting.

Or, the hour may be specified as follows: "I move that the further consideration of the question be postponed to our next regular business meeting at 3 P.M." A question postponed in this way becomes a special order for the next meeting.

Mr. Mann — Mr. President, I move the further consideration of the question be postponed to our next regular business meeting.

The adoption of the foregoing motion makes the question postponed a general order for the meeting specified and it comes up with the unfinished business.

### **To Refer to a Committee.**

A resolution, either with or without amendments is pending.

Mrs. Howe — Madam President, I move to refer the matter to a committee of five appointed by the chair. [Seconded. President states the motion.]

Mrs. Mead — Madam President, I move to amend the motion by substituting "assembly" for chair. [The amendment is voted upon and lost. The motion to refer is carried and the resolution goes to the committee.]

When used as a main motion the form is as follows:

Mrs. Adams — Madam President, I move that a committee of three be appointed by the chair to investigate the exits and fire escapes of this building. [This motion is treated the same as any main motion.]

A motion is pending in which an expenditure of a sum of money is involved:

Mrs. Kane — Madam President, I move the question be referred to the Finance Committee. [Standing committee.]

Mr. Mann — Mr. President, I move to go into Committee of the Whole to consider the question. [States it.]

A motion may or may not be pending when the motion to go into Committee of the Whole is made.

### **Indefinite Postponement.**

A resolution is pending as follows: "That we appropriate one hundred dollars for a traveling library." Debate and subsidiary motions may or may not have followed, but when the resolution either as amended or as originally presented is the only question before the assembly the following action is in order:

Mr. Adams secures the floor and says: I move the question be indefinitely postponed. [Seconded.]

President — It is moved and seconded to indefinitely postpone the question. Are there any

remarks? All in favor of the indefinite postponement of the question will say aye. All opposed will say no. The noes have it. The motion is lost, and the question is upon the adoption of the resolution. Is there any further discussion? Or, the motion is carried. The next order of business is the report of the philanthropy department.

### **Objection to Consideration of the Question.**

Mr. Black receives recognition and says: I move the adoption of the following resolution:

Resolved, That the membership of this club be limited to five hundred active members.

The resolution is seconded and stated by the chair. Immediately Mr. Adams rises and says: Mr. President, I object to the consideration of the question.

President—The consideration of the question is objected to. The question is: Will the assembly consider it? All in favor of considering the question will please rise and remain standing until counted. [Those standing are counted.] You may be seated. All opposed to considering the question will please rise and re-

main standing until counted. [Those standing are counted.] There were twenty-two in favor and thirty-eight opposed to the consideration. There being less than two-thirds opposed, the objection fails, and the question before the assembly is on the adoption of the resolution, which is as follows: [Stating resolution.] Are you ready for the question?

Or — there were twenty in favor and forty opposed to the consideration. There being two-thirds opposed to consideration the objection is sustained and the resolution will not be considered.

### **To Close, Limit or Extend Debate.**

Mr. Adams — Mr. President, I move debate be limited to three-minute speeches. [Seconded. Stated by the chair.]

Mr. Gray — Mr. President, I move to amend the motion by substituting "five" for "three."

Mr. Jones — Mr. President, I move the debate on this question be limited to two speeches of ten minutes each, one in the affirmative and one from the opposition.



Mr. Smith — Mr. President, I move debate be now closed.

Mr. Mills — Mr. President, I move the member be allowed two minutes to finish his remarks.

### **The Previous Question.**

A main motion is pending :

Mr. Hart — Mr. President, I move the previous question. [Or, I call the previous question.]

Mr. Mann — Mr. President, I second the motion.

President — The previous question is called. Shall the main question be now put? [This means, is it the wish of the assembly to stop debating, stop amending and vote?] All in favor of closing debate will please rise and remain standing until counted. [Vote is taken.] That will do. All opposed will please rise and remain standing until counted. [Vote is taken.] That will do. There were sixty in the affirmative and twenty in the negative. The ayes have it, debate is now closed, and the question recurs to the main motion [states it]. All in favor, etc.

Or — there were twenty in the affirmative and sixty in the negative. The motion to close debate

is lost and the resolution [states it] is before you. Are you ready for the question? Etc.

### **Form When Limited to an Amendment.**

Mr. Mann — Mr. President, I move the previous question on the amendment.

Mr. Sharp — Mr. President, I second the motion.

President — The previous question is called for on the amendment and the question is, shall the amendment be now put? All in favor will please rise and remain standing until counted. You may be seated. All opposed will please rise and remain standing until counted. You may be seated. [Announces a two-thirds vote in the affirmative.] Debate is closed. The question is upon the amendment. [States it.]

At this point a member rises, addresses the chair and, receiving recognition, begins debating the amendment.

President — The chair must rule debate on the amendment out of order, as we are operating under the previous question. All in favor of the

amendment will say aye. All opposed will say no. The amendment is adopted. The question now recurs to the motion as amended. Are you ready for the question? All in favor, etc.

### **Ordering the Method of Voting.**

A resolution is pending, or nominations.

Mrs. Smith — Madam President, I move the vote be taken by ballot [or roll-call].

The motion is voted upon and if carried the vote or the resolution or nomination is taken by the method specified.

### **Reconsideration.**

Mr. Lyon — Mr. President, I move to reconsider the vote on the resolution, "To place a drinking fountain in Jackson Park." [Seconded.]

President — It is moved and seconded to reconsider the vote on the resolution [states it]. Are you ready for the question? [Debate, if any.] All in favor will say aye. All opposed will say no. The ayes have it. The motion to reconsider the vote is carried, and the resolution,

“To place a drinking fountain in Jackson Park”  
is before you. [Debate, if any.]

---

When an amended resolution has been voted upon and it is desired to alter the amendment, the form is as follows:

Mr. Ames — Mr. President, I move to reconsider the vote on the resolution [stating it as it was finally voted upon]. [Seconded.]

President — It is moved and seconded to reconsider the vote on the resolution [states it]. Are you ready for the question? All in favor will say aye. All opposed will say no. The ayes have it and the question is upon the adoption of the resolution. Are you ready for the question? [Debate, if any.]

Mr. Hart — Mr. President, I move to reconsider the vote on the amendment [stating it. Seconded].

President — It is moved and seconded to reconsider the vote on the amendment [stating it]. Are you ready for the question? [Debate, if any.] All in favor will say aye. All opposed will say no. The motion is carried. The ques-

tion is now upon the adoption of the amendment. Are you ready for the question? etc.

### **A Point of Order.**

A resolution is before the assembly and an amendment is pending, when a member offers a substitute resolution which the chair states to the assembly, showing thereby that he considers the motion in order:

Mr. Hall — Mr. President, I rise to a point of order.

President — The member will state his point of order.

Mr. Hall — According to our rules of order a substitute resolution may not be entertained when an amendment is pending.

President — The chair considers the point of order well taken, and rules the substitute resolution out of order. The question is on the amendment, etc.

---

Mr. Adams has the floor and is discussing the pending question when a member rises, interrupts the member speaking and moves to ad-

journal. The chair states the motion and action takes place as follows:

Mr. Gray — Mr. President, I rise to a point of order.

President — Mr. Gray will state his point of order.

Mr. Gray — The motion to adjourn can not interrupt a member speaking.

President — The chair considers the point of order not well taken.

Mr. Gale — Mr. President, I appeal from the decision of the chair. [Seconded.]

President — The decision of the chair is appealed from. Shall the decision of the chair stand as the judgment of the assembly? The chair ruled the point of order not well taken because it is the opinion of the chair that the motion to adjourn is always in order. Are there any remarks? All in favor of sustaining the decision of the chair will say aye. All opposed will say no. The noes have it. The decision of the chair is reversed. The motion to adjourn is out of order and Mr. Adams has the floor.

---

A motion is made to suspend a certain section of the by-laws [no provision is made in the

by-laws for their suspension] and the chair rules the motion out of order:

Mr. Gale — Mr. President, I appeal from the decision of the chair. [Seconded.]

President — The decision of the chair is appealed from. The chair ruled the motion out of order for the reason that the by-laws or any part of them can not be suspended when no provision is made for their suspension. [Debate, if any.] All in favor of sustaining the decision of the chair will say aye. All opposed will say no. The ayes have it. The decision of the chair is sustained.

### **To Withdraw a Motion.**

A resolution is pending:

Mr. Jones — Mr. President, I move the resolution be withdrawn. [Seconded.]

President — It is moved and seconded to withdraw the resolution. All in favor will say aye. All opposed will say no. The motion is withdrawn.

Or — Mr. Jones having offered the resolution could ask consent of the assembly to withdraw it. Whereupon a vote would be taken, or unanimous consent secured.

**To Suspend Order of Business.**

Mr. Hall — Mr. President, I move the order of business be suspended to consider a resolution relating to the placing of a drinking fountain in Jackson Park. [Seconded.]

President — It is moved and seconded to suspend the order of business to consider a resolution relating to the placing of a drinking fountain in Jackson Park. All in favor will please rise and stand to be counted. [Vote is taken.] Be seated. All opposed will rise and stand to be counted. [Vote is taken.] The motion is carried.

Mr. Hall or any member then presents the resolutions.

**Reading of Papers.**

Member — Mr. President, I move the paper [document of any kind] be read by the recording secretary.

**To Divide a Motion.**

Member — Mr. President, I move to divide the motion into two parts, the first part to end with the word ——— [states it].



### **Call for the Orders of the Day.**

Member — Mr. President, I call for the order of the day. Or—I move we proceed to the order of the day. [Seconded.]

President — It is moved and seconded to proceed to the orders of the day. All in favor will say aye. All opposed will say no. The motion is carried. We will hear the report of the chairman of the membership committee.

### **To Take a Recess.**

Member — Mr. President, I move to take a recess of one hour. [Seconded and stated.]

Member — Mr. President, I move to amend the motion by substituting "two" for "one."

### **Question of Privilege.**

Mr. Gray — Mr. President, I rise to a question of privilege affecting the assembly. Or, Mr. President, I rise to a question of personal privilege.

President — Mr. Gray will state his question of privilege.

Member states it and the chair renders a decision; if in the affirmative, a motion follows.

### **To Adjourn.**

Member — Mr. President, I move to adjourn. [Qualified.] I move we adjourn to meet February 10 at 2 o'clock. [In order only when no business is pending.]

### **To Fix the Time or Place to Which to Adjourn.**

Member — I move that when we adjourn we adjourn to meet August 30, at 2:30 P.M., in Assembly hall, in the Fine Arts building.

### **To Ratify.**

Member — Mr. President, I move to ratify the action taken on the question of establishing a library at the special meeting of March 4.

### **To Rescind.**

Member — Mr. President, I move to rescind the action taken at the last business meeting concerning the establishment of a library.

### **Parliamentary Inquiry.**

A substitute resolution has just been stated:  
Mr. Nixon — Mr. President, I rise to a parliamentary inquiry.

President — Mr. Nixon will state his inquiry.

Mr. Nixon — Is it in order to object to the consideration of a substitute resolution?

President — It is not. Objection to the consideration of the question may only be applied to the original resolution.

### **"Accepting" an Amendment.**

A resolution offered by Mr. Gray is pending.  
Mr. Hale offers an amendment which is fully approved by Mr. Gray.

Mr. Gray — Mr. President, I accept the amendment.

President — If there are no objections, the amendment will be incorporated in the resolution. The chair hears none. It is so ordered.

The amendment is, and must be, accepted by the assembly and by the maker of the resolution.

CHAPTER X.  

---

**MODEL FORM OF MINUTES.**

Following is a model form for the guidance of recording secretaries. Necessarily, it does not contain all the motions used in the business of a deliberative body, but it is of sufficient scope to suggest the method of keeping minutes according to the most approved form.

JAMESTOWN, April 3, 1904.

The regular business meeting of the Jamestown Twentieth Century Club was held April 3 at 2 P.M., in the clubroom in the Masonic Temple. The president, Mr. Adams, in the chair.

The minutes of the regular business meeting of March 2 were read and approved.

The minutes of the special business meeting of March 22 were read.

Mr. Gray moved to amend the minutes by substituting \$500 for \$300 in the resolution re-

lating to the appropriation for the vacation school fund. The recording secretary stated that the entry in the minutes as read was an exact copy of the resolution as submitted in writing by the member who offered it, Mr. Ames.

The motion to amend the minutes was lost.

The minutes were approved.

The president announced the appointment of a committee on revision of the by-laws as follows : Mr. Hastings, Mr. Gray, Mrs. Morgan.

The corresponding secretary reported that he had notified delegates of their election to the National Educational Congress and that all had accepted.

The corresponding secretary also reported the election to membership in the club of Mr. Holt and Mr. Lamb.

Mr. Moore moved to suspend the order of business to consider a resolution concerning the placing of a drinking fountain in Jackson Park. Seconded. Carried. Affirmative vote, 102; negative vote, 10.

Mr. Moore moved the adoption of the following resolution:

Resolved, To place a drinking fountain in Jackson Park. Seconded.

Mr. Mann moved to amend the resolution by adding "to cost not more than \$500." Seconded. Carried.

The resolution as amended was adopted.

There were no reports from standing committees.

The special committee appointed to investigate the fire escapes of this building reported in full as follows:

"Your committee appointed to investigate the exits and fire escapes of this building has made a thorough investigation, and finds that the requirements of the law have been observed with the single exception of the exit signs. We, therefore, recommend the adoption of the following resolution:

"Resolved, To demand of the owner of the building that he place exit signs over all doorways and passages leading to stairways."

"JOHN ADAMS, *Chairman*,

"EDWARD MANN,

"JAMES MORGAN."

Mr. Adams moved the adoption of the resolution reported by the committee. Seconded. Carried.

The unfinished business of the meeting of

March 22 was then taken up. It consisted of a resolution as follows:

"Resolved, To renew the lease of our club rooms for a term of five years."

Mr. Ames moved to amend by substituting "three" for "five." Seconded.

Mr. Jones moved the previous question on the amendment. Seconded. Carried. Affirmative vote, 82; negative vote, 26.

The amendment was lost.

Mr. Holt moved to postpone the further consideration of the question until the May business meeting.

The chair ruled the motion out of order on the ground that such postponement would defeat the opportunity to renew the lease.

The resolution was adopted.

Mr. Gray moved that when we adjourn we adjourn to meet April 10 at 2 P.M. Seconded. Lost.

Mr. Holt moved to reconsider the vote on the resolution concerning the renewal of the lease. Seconded. Carried.

Mr. Adler moved to amend the resolution by adding "with an option for three years more." Seconded. Carried.



The resolution as amended was adopted.

Mr. Mann moved the adoption of the following resolution:

"Resolved, To appropriate \$500 in aid of the Red Cross Society in Japan." Seconded.

Mr. Doan objected to the consideration of the question.

The objection was overruled by a vote of 90 in the affirmative and 81 in the negative.

Mr. Gray moved to amend the resolution by adding "and Russia." Seconded.

Mr. Doan moved to lay the question on the table. Seconded.

The chair declared the motion lost.

Mr. Doan called for a division of the house.

The chair called for a rising vote: Affirmative vote, 48; negative vote, 81.

Mr. Adler moved the previous question. Seconded. Carried. Affirmative vote, 104; negative vote, 42.

The amendment was carried.

Mr. Holt moved to reconsider the vote on the previous question.

The chair ruled that the motion to reconsider was out of order for the reason that a vote had



been taken under the operation of the previous question.

Mr. Mann appealed from the decision of the chair. Seconded.

The decision of the chair was sustained by a vote of 94 to 21.

The resolution as amended was adopted and is as follows:

"Resolved, To appropriate \$500 in aid of the Red Cross Society in Japan and Russia."

Mr. Gray moved to adjourn. Seconded. Carried.

GEORGE M. PECK,  
*Recording Secretary.*

Approved May 1, 1904.

GEORGE M. PECK.

CHAPTER XI.  

---

**DEFINITIONS OF COMMON  
TERMS.**

Following are popular definitions of some terms and phrases in common use in Parliamentary law, which should be of benefit to the student in his early lessons:

To Appoint.— To name, designate or choose. Power to appoint may be delegated to an individual or a body inferior to the delegating body. The terms appoint and elect are not synonymous.

---

To Approve— To ratify. To declare by competent authority that an act or a document is correct.

---

Alternate.— A substitute for a delegate. An alternate has all the rights, privileges and power of a delegate when acting in the delegate's place.

Action [Taking].—Action is taken when a question is put to vote and the final result declared and recorded.

---

Ballot.—Originally a ball used for secret voting. Hence: (1) a ball or any printed or written paper used in voting. The system of voting secretly.

---

Ballot [Formal].—A binding vote by ballot as distinguished from a vote by informal ballot.

---

Ballot [Informal].—A preliminary vote by ballot not intended to be binding. This is a practice strongly to be condemned.

---

Ballot [Nominating].—A secret vote for the purpose of making a nomination.

---

A "Body."—A collection of individuals considered as a whole.

---

Body Corporate.—A body created by law and empowered by law with certain legal capacities like an individual.

Body Politic.—A body [which may or may not be also corporate] concerned principally with the administration of government. A body of citizens generally.

---

Candidate.—One may be a candidate for nomination or election. After nomination he may be described either as a candidate or a nominee.

---

Casting vote.—The casting vote is the vote cast by the presiding officer to decide a question when the vote of the assembly is tied. Presiding officers sometimes appear to think that the declaration by them that a vote is carried or lost is equivalent to the casting by them of the deciding vote. This is a mistake. The casting vote must actually be cast before the declaration can be made. Moreover, the presiding officer can not vote twice, i. e., once as a member of the assembly and again in order to cast the casting vote.

---

Chair.—The presiding officer, a term originating in early times when only the presiding officer was provided with a chair, benches being provided for the members.

Delegate.— A member of an organization chosen to represent it and to act for it at a definite time and place.

---

Disability.— The condition of being ineligible to office or while in office unable to perform the duties thereof.

---

Ex-officio.— By virtue of office; generally applied to a right or privilege or position.

---

Malfeasance in office.— The deliberate misuse by an officer of official power.

---

Memorial.— A written representation of facts addressed to the government or to a person in authority or to an organization. It is usually accompanied by a petition.

---

Motion (the making of a).— The presentation to the assembly by a member in order of a proposition expressed in Parliamentary form. •

---

Motion (the stating of a).— The repeating by the chair of a motion which a member has previously placed before the assembly for consideration and action.

Nominee.— One who by accepting a nomination becomes a candidate for office.

---

Petition.— A document containing a prayer, an entreaty or a request of a formal nature to a person or an organized body competent to grant it.

---

Policy.— (1) A system adopted by the administrative power in the management of affairs. (2) A settled plan of procedure toward a definite end.

---

Precedence.— A motion is said to take precedence of another motion when it is entitled to supersede it by reason of the fact that it is superior or higher in rank because of its purpose.

---

Preamble.— The introduction to a resolution or other document stating the reasons or purpose of the concluding proposition.

---

Proxy.— (1) One appointed in the place of another to represent him. (2) The instrument by which a person is appointed so to act.

Question.— The question is put by the chair by repeating the pending motion and taking the vote, first in the affirmative and then in the negative.

---

Tellers.— Tellers are members appointed to count a vote. Where the Australian Ballot System is used in elections, the voting, ballot box and canvass of the vote is in charge of Judges and Clerks of Election.

---

Ticket.—(1) A list of candidates to be voted for at an election. (2) A set of nominations by one party for election.

---

Ticket (straight).— A ticket containing the regular nominations of a party without change; the opposite of a split ticket. A voter is said to vote a straight ticket (or to vote a ticket straight) when he votes for every candidate on the ticket.

---

Ticket (scratched).— A ticket from which the voter has scratched one or more names. He may

insert a name or vote for a candidate on another ticket or neither, i. e., not vote for any candidate for that particular office.

---

**Ticket (split).**— A ticket representing different divisions of a party, or a ticket containing candidates selected from two or more parties; the opposite of straight ticket.

---

**To yield.**— To give way. A speaker yields the floor, if he chooses, to another member for a part of the time to which he is entitled or for the full time. A pending motion yields, because of its inferior rank, to a motion that, because of its purpose, is higher in the scale of motions.



# INDEX.

|   | PAGE     |
|---|----------|
| Adjourn, motion to.....                   | 52       |
| effect on unfinished business.....        | 53       |
| in committee [to rise].....               | 74       |
| to fix the time or place to which to..... | 51       |
| renewal of motion to.....                 | 53       |
| when qualified.....                       | 52       |
| Appeal from decision of chair.....        | 60       |
| "Appoint" vs. "Elect" .....               | 121      |
| Amendment .....                           | 76, 77   |
| by addition.....                          | 78       |
| by division.....                          | 78       |
| by striking out.....                      | 78       |
| by substitution .....                     | 78       |
| giving notice of an.....                  | 79       |
| number of .....                           | 79       |
| reconsidering vote on.....                | 96       |
| relevant .....                            | 78, 79   |
| reversing action on.....                  | 83 to 87 |
| tabling an .....                          | 65, 66   |
| to by-laws .....                          | 80       |
| to amend the.....                         | 77, 78   |
| to main motion.....                       | 77       |
| Ballot and balloting.....                 | 108, 109 |
| Branch body, rules of.....                | 29       |

|                                       | PAGE                   |
|---------------------------------------|------------------------|
| By-laws .....                         | 29                     |
| amendment of .....                    | 35, 36                 |
| essentials of .....                   | 34, 35                 |
| model form of, for incorporated body. | 36 to 44               |
| suspension of .....                   | 180, 181               |
| Certificate of organization.....      | 31 to 34               |
| Committees [and their work].....      | 125                    |
| appointment of .....                  | 70, 71                 |
| composition of .....                  | 126, 127               |
| credential .....                      | 139                    |
| of the whole.....                     | 70, 72, 73, 74, 139    |
| power of .....                        | 71, 130                |
| special.....                          | 70, 75, 76, 125 to 129 |
| standing .....                        | 70, 75                 |
| to refer to a.....                    | 70                     |
| Common law vs. special law.....       | 14                     |
| Consideration, method of.....         | 64                     |
| objection to .....                    | 88, 89                 |
| Constitution and by-laws.....         | 29                     |
| amendment of .....                    | 35, 36                 |
| essentials of .....                   | 29                     |
| Convention, organization of.....      | 16, 17                 |
| program .....                         | 19                     |
| roll call in.....                     | 19                     |
| Credential, form of.....              | 18                     |
| Debate .....                          | 140                    |
| ethics of .....                       | 142                    |
| "objectionable words" .....           | 142, 143               |
| renewal of .....                      | 145                    |
| right to .....                        | 144, 145               |
| to close, limit or extend.....        | 92                     |

|  | PAGE          |
|--|---------------|
| Debate, when in order.....                               | 141           |
| yielding the floor.....                                  | 143, 144      |
| Definitions of common terms.....                         | 192 to 198    |
| Deliberative bodies .....                                | 15            |
| Division of motion.....                                  | 63            |
| Duty of members to vote.....                             | 107           |
| Equal rights of members.....                             | 48            |
| Elections .....  | 116           |
| Australian ballot system.....                            | 123, 124      |
| form of ticket.....                                      | 122, 123      |
| Ex officio .....   | 149, 195      |
| Forms of making motions .....                            | 158 to 185    |
| accepting an amendment.....                              | 185           |
| call for the orders of the day.....                      | 183           |
| indefinite postponement .....                            | 172, 173      |
| main motion and amendments.....                          | 164 to 167    |
| objection to consideration of the question<br>.....      | 173, 174      |
| ordering method of voting.....                           | 177           |
| parliamentary inquiry .....                              | 185           |
| point of order.....                                      | 179 to 181    |
| previous question .....                                  | 175, 176      |
| previous question limited to amendment<br>.....          | 176, 177      |
| questions of privilege.....                              | 183, 184      |
| reading of papers.....                                   | 182           |
| reconsideration of vote on resolution.....               | 177, 178      |
| reconsideration of vote on amended reso-<br>lution ..... | 178, 179      |
| resolution and amendment .....                           | 162, 163, 164 |
| substitute motion .....                                  | 167, 168      |

|  | PAGE               |
|--|--------------------|
| Forms of making motions                    |                    |
| to adjourn .....                           | 184                |
| to close, limit, or extend debate.....     | 174, 175           |
| to divide a motion.....                    | 182                |
| to fix time or place to which to adjourn.. | 184                |
| to lay on and take from the table.....     | 169, 170           |
| to postpone to a definite time.....        | 170, 171           |
| to ratify .....                            | 184                |
| to refer to a committee.....               | 171, 172           |
| to rescind .....                           | 184                |
| to suspend order of business.....          | 182                |
| to take a recess.....                      | 183                |
| to withdraw a motion.....                  | 62, 181            |
| Incorporation .....                        | 30                 |
| benefits of .....                          | 30                 |
| of voluntary organization.....             | 31                 |
| papers of .....                            | 31 to 34           |
| Informal consideration .....               | 75                 |
| Majority vote vs. two-thirds vote.....     | 14                 |
| Mass meetings .....                        | 16                 |
| Meetings .....                             | 26                 |
| and sessions .....                         | 26, 27             |
| kinds of .....                             | 27                 |
| Minutes .....                              | 152, 153, 154, 155 |
| essentials of .....                        | 154                |
| model form of.....                         | 186 to 191         |
| of committee of the whole.....             | 73                 |
| to expunge from.....                       | 155                |
| to refer to a committee.....               | 155                |
| Motions and their use.....                 | 48                 |
| amendatory .....                           | 76                 |
| classification of .....                    | 12, 13             |

|   | PAGE          |
|---|---------------|
| Motions, declinatory .....                | 87            |
| dilatory .....                            | 64            |
| how made, stated and put.....             | 158 to 185    |
| incidental .....                          | 59, 60        |
| in writing .....                          | 158, 159      |
| main or principal.....                    | 49            |
| ordinary main .....                       | 50            |
| privileged main .....                     | 50            |
| rank of .....                             | 48            |
| relative to voting and debate.....        | 90            |
| renewal of a.....                         | 100           |
| requiring a two-thirds vote, list of..... | 102           |
| seconding .....                           | 159           |
| stating .....                             | 160           |
| subsidiary .....                          | 59            |
| substitute .....                          | 80 to 83      |
| table of .....                            | 4             |
| unamendable, list of.....                 | 102, 103      |
| undebatable, list of.....                 | 101           |
| Nominations .....                         | 103           |
| for filling blanks.....                   | 105, 106      |
| seconding .....                           | 104           |
| to close .....                            | 103, 104, 105 |
| Occasional bodies .....                   | 15            |
| organization of .....                     | 15, 16        |
| Officers .....                            | 147           |
| attitude of .....                         | 148, 149      |
| chairman pro tem. ....                    | 150           |
| recording secretary, duties of.....       | 150, 151, 152 |
| presiding, duties of.....                 | 147, 148      |
| right to vote.....                        | 149           |

|                                       | PAGE     |
|---------------------------------------|----------|
| Officers, treasurer, duties of.....   | 155, 156 |
| Order of business.....                | 47       |
| Orders of the day, call for.....      | 57       |
| when and how taken up.....            | 58       |
| Order, questions of.....              | 60       |
| point of .....                        | 60       |
| Organic law .....                     | 14, 30   |
| Papers, reading of.....               | 61       |
| Parliamentary law, definition of..... | 14       |
| ethics of .....                       | 10       |
| Parliamentary authority .....         | 30       |
| Permanent bodies .....                | 15       |
| convention of .....                   | 17       |
| formation of.....                     | 19 to 26 |
| organization of convention of.....    | 16       |
| Postponement to definite time.....    | 68       |
| indefinite .....                      | 87, 88   |
| Preamble .....                        | 50, 196  |
| Preface .....                         | 7        |
| Previous question .....               | 90       |
| limited .....                         | 91       |
| unlimited .....                       | 91       |
| Privilege, questions of.....          | 55       |
| Putting the question.....             | 160, 161 |
| Quorum .....                          | 115      |
| by special rule.....                  | 115      |
| in committee of the whole.....        | 115      |
| in special committee.....             | 115      |
| in standing committee.....            | 115      |
| raising question of.....              | 115      |
| Ratify, to .....                      | 99, 184  |

# INDEX.

205

|                                      | PAGE          |
|--------------------------------------|---------------|
| Recommit .....                       | 76            |
| Reconsideration of a vote.....       | 93, 94        |
| as to previous question.....         | 97, 98        |
| in a committee.....                  | 98            |
| of subsidiary motions.....           | 96, 97        |
| to enter on the minutes.....         | 95, 96        |
| who may move a.....                  | 95            |
| Reports .....                        | 130           |
| action on .....                      | 130 to 137    |
| credential committee's .....         | 19, 139       |
| form of committee's.....             | 137, 138      |
| minority, action on.....             | 134, 135, 136 |
| minority, form of.....               | 138, 139      |
| of auditing committee, form of.....  | 156, 157      |
| committee of the whole, form of..... | 139           |
| of treasurer .....                   | 156           |
| to accept .....                      | 131           |
| to adopt .....                       | 131           |
| to receive .....                     | 132           |
| Recess .....                         | 54            |
| Recognition .....                    | 158           |
| Rescind, to .....                    | 99, 100       |
| Rules governing debate.....          | 140           |
| model form of.....                   | 44, 45, 46    |
| of order .....                       | 35            |
| to suspend the.....                  | 62, 63        |
| Sessions (and meetings).....         | 26            |
| secret .....                         | 28            |
| Standing rules .....                 | 46, 47        |
| adopted by the body.....             | 46            |
| adopted by a board of directors..    | 46, 47        |

|                                       | PAGE        |
|---------------------------------------|-------------|
| Table, to lay on the.....             | 64          |
| legitimate use of.....                | 65          |
| to take from the.....                 | 67          |
| Tellers, appointment of.....          | 117, 118    |
| intent of voter.....                  | 120, 121    |
| report of tellers.....                | 118, 119    |
| Ticket, Australian ballot system..... | 123, 124    |
| form of .....                         | 122, 123    |
| Voting (and vote).....                | 107         |
| announcing the result of the.....     | 118, 119    |
| by acclamation .....                  | 112, 113    |
| by ballot .....                       | 108, 109    |
| by division .....                     | 110         |
| by proxy .....                        | 113, 114    |
| by roll-call .....                    | 108         |
| by voice and common consent.....      | 111         |
| casting .....                         | 194         |
| changing a .....                      | 112         |
| effect of a tie.....                  | 112         |
| instructing the secretary.....        | 109, 110    |
| majority .....                        | 111, 112    |
| making unanimous .....                | 120         |
| ordering method of.....               | 92, 93, 108 |
| plurality .....                       | 111, 112    |



**Memoranda.**